

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
MAY 16, 2019**

PRESENT: Ron Whitney, Michael Enders, Stephen Haddon, Christopher Brown, Katy Klarman

ABSENT: Maria Bracale, Lorena Venegas, Steve Robillard, Carol Scussel

ALSO PRESENT: Bruce George, Library Director, Lucille Huelin, Board Clerk

1. **Call to Order:** Ron Whitney called the meeting to order at 7:13 pm.
2. **Approval of Minutes:** The minutes from April 16th meeting were reviewed, Bruce George had two corrections. Under Old Business, Item e, the fire alarm stations are being taken care of by SCS Systems, not the Fire Dept., under New Business, item b, Bank of America, Michael Enders handled the proxy vote, not Ron Whitney. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** The correspondence was read by Lucille Huelin, as follows:
Received from:
 - a. SCS Systems – quote for repair of Fire Alarm/Security System
 - b. E.H. Town Council – FY 19-20 Town Budget
 - c. E-Rate, CT State Library – Library Grant Program
 - d. Universal Services Administrative – E-Rate – Funding Commitment Decision Letter FY 2019-20.
 - e. E. H. Chamber of Commerce- Regarding upcoming events
 - f. Community Foundation – regarding GreatGive 2019
 - g. Association of CT Library Boards – Looking for members to serve on the board
 - h. Minutes from April 18 meeting**Sent To:**
 - a. CT Secretary of State – Annual Filing/Renewal of Library Business License
 - b. Corner Stop Deli – Thank you note for donation to teen programming
 - c. E-rate, CT State Library – Final Project Evaluation/Expenditure Report
 - d. CT State Library – Expenditure Report on CTBorrowIT Funding FY17-18
 - e. Hiring Letter for P/T aide position to new employee
 - f. Thank You to Donor for donation.
5. **Public Comment:** None

6. **Treasurer's Report:** Financial Statement for April was reviewed by Michael Enders. Largest expense for the month was the premium payment for the Director's and Officer's insurance. Michael also reviewed the Hagaman Fund – There was a positive change in the fund, which made up for last month's loss. The next month's report may not be as positive due to economic issues. **Motion #2, see attached.**
7. **Director's Report:** a. **Monthly Statistics:** The April statistics were reviewed by Bruce George. b. **Department Programs:** Bruce George reported on activities and programs held by the several departments in the Library. All programs and activities did well and were well received by the public. c. **Town Council:** Bruce George reviewed the Town's Energy Upgrades Agreement, which includes the Library.
8. **Committee Reports:** Ron Whitney reviewed the GreatGive Fundraiser that was held on May 1st and 2nd. The total raised by the Library was \$2,135.00. The money should be sent to the Library by 31st of May. Thank you notes will go out to all the donors.
9. **Old Business:** a. **2019-2020 FY Budget:** Budget request was approved by Town Council. b. **Capital Improvement: Budget:** Bruce George has requested \$1,265.00 to be spent on asbestos testing so an accurate understanding on what the roof situation is and what the Board is truly looking at for repairs and cost. The work would be done by ChemScope of North Haven. **Motion #3, see attached.** c. **Strategic Plan:** The Board reviewed the revised Strategic Plan for May 2019 to April 2020. Board members had some questions regarding Goal 3 and after a brief discussion it was agreed that another section would be added, section 3.1, which will cover Accessibility to all Levels of the Building, Accessibility to Community Room and Usable Square Footage. **Motion #4, see attached.** d. **Fire Alarm System:** Bruce George presented a proposal from SCS Systems for repair and replacement of the fire alarm system. The total cost will be \$1,995.00 and the town has agreed to cover 50% of the cost, the library will cover the other 50% of \$997.50. Also there should be an annual inspection of the system and Bruce suggested the next budget should include \$600.00 to cover the cost of this inspection. **Motion #5, see attached.** e. **Governance:** At the April meeting some portion of the Governance, Best Practices in CT Public Libraries was reviewed. The Board reviewed section 3.1 at the April meeting, they covered sections 3.2 thru 3.3 at the May meeting and they will continue with section 3.4 at the next meeting. f. **Pay Parity:** This item was tabled until the next meeting. g. **Elevator Study:** The Sterling Co did the study and presented it to Bruce George. Bruce reviewed it with the board and it will be on file should it be needed at a future date. h. **FOI Policy:** Bruce George did some research on this issue and the Town doesn't have a formal policy, they follow the FOI's guidelines. The town Attorney reviewed the policy and said it was fine. The Board agreed to table this item until the next meeting.

10. **New Business:** a. **Director's Review:** Ron Whitney had contacted the ACLB and got some forms and guidelines for a Director's evaluation. Ron suggested that a committee be formed to put together an evaluation process. This item was tabled until the next meeting. b. **Stipend for Student Research Project:** The Library has a student intern who wants to do a research project on creating a research guide to be used by the library and its' patrons. The guide would be based on a more extensive book, The Oxford Guide to Library Research. Bruce George has requested a small stipend for this student since the resulting work would benefit the Library. After a brief discussion the board agreed to a stipend. **Motion #6, see attached.**
11. **Executive Session:** None
12. **Adjournment:** Ron Whitney adjourned the meeting at 8:48 pm. The meeting was adjourned until June 20th, 2019.

Respectfully Submitted,

Lucille Huelin, Board Clerk

Motions made at the May 2019 meeting

1. **Motion #1** A motion was made by Ron Whitney to accept the minutes from April with 2 Corrections. Chris Brown seconded the motion. The motion carried.
2. **Motion #2** A motion was made by Chris Brown to accept the Treasurer's Report as presented. Katy Klarman seconded the motion. The motion carried.
3. **Motion #3** A motion was made by Stephen Haddon to approve spending \$1,265.00 from the Xerox Lease fund to have ChemScope do asbestos testing on the roof. Michael Enders seconded the motion. The motion carried.
4. **Motion #4** A motion was made by Chris Brown to Approve the revised Strategic Plan 2019 to 2020 with the added section 3.1. Katy Klarman seconded the motion. The motion carried.
5. **Motion #5** A motion was made by Michael Enders to approve \$997.50, 50% of the cost to repair the alarm system, to have SCS Systems do the repairs to the alarm system. The money will come from the DeMayo Community Room Fund. Katy Klarman seconded the motion. The motion carried.
6. **Motion #6** A motion was made by Katy Klarman to approve a \$300.00 stipend for the student intern doing a research project for the library's website. Payment will be made at \$100.00 per month, last payment made on completion of the project. Should take 3 months. The motion was seconded by Chris Brown. The motion carried.