

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
JUNE 24, 2019**

PRESENT: Ron Whitney, Stephen Haddon, Michael Enders, Chris Brown, Lorena Venegas

ABSENT: Maria Bracale, Katy Klarman, Steve Robillard, Carol Scussel

ALSO PRESENT: Bruce George, Library Director, Judy Celone, Treasurer, Lucille Huelin, Board Clerk, Mary Cannapa, guest.

1. **Call to Order:** The meeting was called to order by Ron Whitney at 6:34 pm.
2. **Approval of Minutes:** The minutes from the May 16th meeting were reviewed.
Motion #1, see attached.
3. **Correspondence:** The correspondence was read by Lucille Huelin as follows:
Received from:
 - a. State of CT-Comptroller – Check from borrowITCT for \$1,404.00, March 2018 to February 2019
 - b. Friends of the Haganan Memorial Library- Donation of \$600.00 for Summer Reading Program
 - c. Hartford Insurance Co. – Employee Theft Insurance Policy
 - d. Minutes from the May meeting
 - e. Ct. Dept. of Administrative Services – Boiler Operating Certificates
 - f. Community Foundation –Great Give 2019- Check for \$1,275.34
 - g. Bank of America – U.S. Trusts – regarding 2019-20 Monthly Disbursement from Haganan Fund
 - h. Kone Elevator – Regarding Elevator Contract
 - i. Chemscope- regarding Asbestos Report on the Flat Roof System
 - j. Town of East Haven – e-mail- regarding \$2,187.49 bill for George Ellis Co.**Sent to:**
 - a. Friends of the Haganan Library – Thank you for Donation
 - b. Community Service Volunteer through Court System – regarding completion of 100 hours of community service.
4. **Public Comment:** None
5. **Treasurer's Report:** Michael Enders reviewed the financial report for May 2019. The FY 18-19 is almost completed. We are in good shape for the end of the year. Michael also reviewed the Haganan Fund. The Fund is at about the same amount as it was last year. This is due to many fluctuations in the financial market this year. The Fund disbursement will be almost the same as last year. **Motion #2, see attached.**

6. **Director's Report:**
 - a. **Monthly Statistics:** Bruce George reviewed the monthly statistics. Overall circulation was down over last year. Internet sessions are up.
 - b. **Building issues:** The Air Conditioning units are not working properly Bruce George tried to contact George Ellis Co with no results. He then contacted Eastern Mechanical Services and they came to evaluate the problems. Repairs and maintenance could be costly. Bruce has contacted the Town for help and has not gotten a resolution yet.
 - c. **Retirement Plans:** the financial advisor from an Investment Firm contacted Bruce George to discuss other retirement plans. The library currently uses a different company for its' employee retirement plan. After a brief discussion it was decided that there was no need to change retirement plans at this time.
 - d. **New Clock:** The Rotary club has purchased a clock and it has been installed on the front lawn of the Library grounds. Stephen Haddon gave a brief rundown of what is being done and by whom. Neither the Library Director nor any Board members were ever contacted or consulted on this purchase or installation. The installation is almost completed.
7. **Committee Report:** Ron Whitney gave a brief report on the 2019 Great Give and handed out a four year comparison on the fundraiser for the Library. This year the cash donations were larger than the on-line donations.
8. **Old Business:**
 - a. **FY 19-20 Budget:** The final numbers for the cost of Health Insurance came in and the increase was 15% and 10% as anticipated. This will leave a \$660.00 shortfall in that line item.
 - b. **Capital Improvement Budget:** Stephen Haddon spoke with Sal Brancati, Town Administrator, and he was told that the 19-20 Budget has been set and approved for this account. There are more problems with the flat roofs than anticipated. R-2 and R-3 have asbestos as well as leaks and damage. The capital improvement fund will not cover the cost to repair and replace. Quotes will be needed before anything else can be done. Bruce George will share the report on this matter from Chemscope with any bidders for this project.
 - c. **Fire Alarm Pulls:** Sal Brancati was informed about the Fire Alarm pulls not being connected to the system and that the town will be paying for 50% of the cost. No purchase order will be issued until July when the new fiscal year begins.
 - d. **Governance:** The board has been reviewing these guidelines a section at a time during each board meeting. Sections 3.1 through 3.4 have been completed with section 3.4 having been reviewed at this meeting. Next month they will start with section 3.5.
 - e. **Pay Parity for Staff:** This issue is still being discussed. Stephen Haddon would like to make comparisons of similar job and salaries at the Town Hall with those of the Library employees as a start to this project. Bruce George raised the concern that the new minimum wage law which take effect on October 1, 2019 and raises hourly wage to \$11.00 could be a problem as the budget did not include this increase. The discussion on this issue will continue at next month's meeting.

- f. **Freedom of Information Policy:** The Board reviewed the new Freedom of Information Policy. **Motion #3, see attached.**
 - g. **Library Director's Annual Performance Review:** Bruce George gave the board an evaluation form and he had drafted a job description to go along with it. The Board will review the form.
9. **New Business:**
- a. **Close out of 18-19 FY Budget:** The town informed Bruce George that a bill that was approved by the town, for repairs to HVAC system, in October of 2018 for \$2,187.49 has not been paid. Finance had never been informed that they needed to pay this bill, so the Library is now responsible. The town has approved taking payment for this bill out of the unspent funds in the 18-19 FY budget that is being returned to the town.
10. **Executive Session:** None
11. **Adjournment:** Ron Whitney adjourned the meeting at 8:06 pm. The meeting was adjourned until July 24, 2019

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JUNE 24, 2019 MEETING

MOTION #1 A motion was made by Stephen Haddon to accept the May 16th minutes as presented. Christopher Brown seconded the motion. The motion carried.

MOTION #2 A motion was made by Lorena Venegas to accept the Treasurer's Report as presented. Stephen Haddon seconded the motion. The motion carried.

MOTION #3 A motion was made by Ron Whitney to approve the Freedom of Information Policy. Stephen Haddon seconded the motion. The motion carried.