

RECEIVED FOR FILING
October 18, 2020 2:25 P.M.
DATE TIME
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**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMEORIAL LIBRARY)
BOARD OF TRUSTEES MEEING MINUTES
OCTOBER 15, 2020**

PRESENT: Michael Enders, Ron Whitney, Stephen Haddon, Amy Derbacher, Katy Klarman, Lorena Venegas, Steve Robillard, Chris Brown

ABSENT: Mary Ann Rivera

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Treasurer, Lucille Huelin, Board Clerk, Councilwoman Samantha Parlato, Councilman Joe Deko

Bruce George read a statement concerning the Governor's Executive order allowing WebEx meetings to be held during the Covid-19 Pandemic. He read the instructions on conduct during the meeting for both the board members and the public.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:08pm.
2. **Approval of Minutes:** The minutes from the Sept. 17th meeting were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** The correspondence for September 17 to Oct. 8, 2020 was read by Lucille Huelin as follows:

Received from:

- a. Board Clerk – Minutes from Sept. 17.
- b. Diversified Building Services-E-mail-regarding the cost of cleaning services
- c. Library Bookkeeper – e-mail – Hagaman Fund Disbursement for FY 2019-20
- d. CT. State Library – regarding the Public Library Connectivity Grant
- e. Governor Lamont – Press Release on Phase 3 reopening for CT

Sent to:

- a. CT State Library Fiber Consortium – Participation in the FY 2021-22 CT. State Library Fiber Consortium
- b. CT. State Library, Construction Grants – Submitted the Revised Building Program and Project Description.
- c. CT State Library – 2020 CT Summer Reading Survey

5. **Public Comment:** None
6. **Treasurer's Report:** The Financial report for September 2020 was reviewed by Michael Enders. Due to the Library being closed revenues and expenses are not what they normally would be. The final payment from the Payroll Protection Program was paid to the Town and the Haganan Fund distribution of \$9,032.00 was received. Michael reviewed the Haganan Fund. The fund lost a little in September, but the YTD figures are good. **Motion #2 see attached.**

7. **Director's Report:** **a. Statistics:** Bruce George reviewed the monthly statistics. Physical circulation was down in September and Electronic Circulation was up. This is due to the Library being closed. Website users and Wi-Fi sessions have increased over last year at this time because of the closure and the increase in the WI-FI strength for people to use outside the building. **Programs:** Bruce George reviewed all Dept. activities that took place. Cindy Gwiazda, Fawn Gillespie and Sascha Gardiner all held virtual programs that continue to be successful. Emily Kalotai the Young Adult Librarian visited the High School to talk to students and she registered 164 teens for library cards. Emily has arranged with the High School Librarian to hold the Teen Advisory Group meetings at the High School for now. **Project Updates:** Bruce George reported a change in the cleaning contract. The Library will begin opening on Saturdays and the cleaning company will now be cleaning on Saturdays instead of Sundays. The Saturday cleaning will also include the special cleaning required by the guidelines for COVID-19.
8. **Committee Reports:**
 - a. **Executive Committee:** Stephen Haddon reported that the Executive Committee met on October 7th. They briefly discussed the Building Program and Project Description for the Roof Repair Grant.
 - b. **Building Committee:** The committee briefly discussed the State of CT. Library's release of funds to help libraries with their re-openings. See item #10 New Business.
 - c. **Fundraising Committee:** Ron Whitney spoke briefly regarding the direction the Library's fundraising will take in the coming year. For the time being the committee agreed to do the GreatGive in May and put everything else on hold for now. Ron Whitney also noted the State Library Board has changes to its' guidelines for participation by Library Board members for fundraisers that their Libraries may have.
 - d. **Camarota Estate Subcommittee:** Katy Klarman has had several conversations with the representative from Raymond James regarding the funds donated to the Library. The committee had asked Raymond James to present to them plans for investment using a Ladder type Fund Investment. After doing some research, the representative asked Katy for more time to create a plan and advised Katy they thought it was not a good time to make any type of investments. The representative advised that the money be kept in the bank until after the new year. He also stated that Raymond James could open a Money Market account for the

funds so it would be available when the time comes to make the investments. They also advised to split the money into two accounts using two different banks if the Board chooses to keep the funds in the bank for now. Judy Celone was asked about the interest rates at Key Bank. The account is earning the general interest rate that is available currently. Stephen Haddon stated that the first thing the Board needed to do was decided if they wanted to use Raymond James as their fund managers. He noted that Raymond James had made a presentation to the subcommittee and he had wanted to have a presentation made to the full Board, but with only one more meeting in this year he did not know if that was possible. Lorena Venegas asked about any costs involved and Stephen stated the only costs would be the fees for any transactions made. Lorena Venegas stated she was comfortable with Raymond James as a fund manager. Chris Brown noted that the subcommittee had already done research on fund managers and had reviewed the presentation from Raymond James. He thought the board needed to move ahead with deciding what to do with these funds so they can be ready when it was time to invest. Stephen Haddon, Katy Klarman, Chris Brown, and Ron Whitney make up the subcommittee. Stephen Haddon asked the subcommittee if they agreed to engaging Raymond James as fund manager. Ron Whitney had not attended that meeting, so he abstained. Stephen, Chris, and Katy all agreed they would like to use Raymond James as fund manager. Katy Klarman then made a recommendation to the full board to engage Raymond James. The Board agreed. **Motion #3 see attached.** The Board agreed that Katy Klarman should contact the Raymond James representative and Officially engage them as the fund manager. Katy will ask them to contact Key Bank and the goal is to have Raymond James open a Money Market account for now, making sure that \$50,000.00 will be available if need be for the roof repairs. The subcommittee will continue to meet with Raymond James to make further investment plans.

9. Old Business:

- a. Capital Improvement Budget:** The revised plan for the Building Program was submitted to the State Library on Sept. 24th. Bruce George should receive an answer by the end of the month.
- b. Closing of the Library:** The computer lab was opened to the public in Sept. appointments are necessary and everything is going well. Bruce George does not see opening the upstairs just yet due to entry and exit issues for the public and issues with staff scheduling for both up and down stairs. Bruce is looking at plans to move new books and materials downstairs for the public to browse and check out books. This will be for the Children's library as well. Appointments for time slots will have to be made. Bruce George was directed by the Executive Committee to contact the East Shore Health Department to go over the CT State guidelines for reopening and to get screening forms for both staff and patrons. ESHD advised Bruce that it was up to the individual Libraries as to how and if they wanted to open based on the State guidelines and the size of the Libraries. ESHD agreed that the plans Bruce presented for reopening were good to follow.

- c. **Paycheck Protection Plan:** The last payment was made to the Town. The Library has ten months to apply for forgiveness of the PPP loan. The Bank of America is not set up yet to take applications. They are waiting on legislation by the state that could make an application no longer necessary.
 - d. **Library Bylaws:** Stephen Haddon asked to put this item on hold. He thinks that there will be a few other changes that will need to be made to the bylaws once the Camarota Fund is settled. He also suggested that talks between the Library and the Town need to take place and a memo of understanding needs to be in place regarding the use of the Camarota funds.
 - e. **Approval of Building Program and Project Description:** See Old Business, Capital Improvement.
 - f. **Library Van:** This item was tabled until further notice. Research still needs to be done.
10. **New Business:**
- a. **Public Library Connectivity Grant:** The CT State Library has released funds to help libraries to reopen in this COVID-19 crisis. Bruce George immediately applied and received a portion of this money. The Library will receive \$41,094.00. The Libraries priority for these funds was determined to be the repair of the HVAC unit on the side of the building. This unit affects the two reading rooms, which cannot be reopened to the public without proper ventilation. Stephen Haddon met with the Mayor and the Public Works Director, Charles Coyle, to discuss this issue. Mr. Coyle will bring George Ellis Co and Honeywell over to assess the unit for repairs. Stephen Haddon stated there needs to be a plan B should the estimate be higher than the funds received or lower than the funds received. Bruce George had a list of repairs and or purchases that could be made if there were extra funds available or they could not use the funds on the HVAC unit. Bruce George reminded the Board that this needs to be done quickly has the money has to be spent by December 18th. Stephen Haddon will contact Charles Coyle to see that everything is done in a timely manner. **Motion #4 see attached.**
11. **Executive Session:** None
12. **Adjournment:** Stephen Haddon adjourned the meeting at 8:22 pm. The meeting was adjourned until November 19, 2020.

Respectfully Submitted,
Lucille Huelin
Lucille Huelin, Board Clerk

MOTIONS MADE AT THE OCTOBER 17 MEETING

MOTION #1 A motion was made by Chris Brown to accept the minutes from the September meeting as presented. Steve Robillard seconded the motion. The motion carried.

MOTION #2 A motion was made by Chris Brown to accept the Treasurer's Report. Lorena Venegas seconded the motion. The motion carried.

MOTION #3 A motion was made by Stephen Haddon to engage Raymond James as the Account Managers for the Camarota Fund. The motion was seconded by Ron Whitney. The motion carried.

MOTION #4 A motion was made by Stephen Haddon to authorize Bruce George to disburse the \$41,094.00 received from the State Library at his discretion. The form will be submitted with repairs to the HVAC unit as to what the money will be used for. The use of the funds can be changed if need be. The motion was seconded by Ron Whitney. The motion carried.