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**EAST HAVEN PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
MARCH 21, 2024**

PRESENT: Amy Derbacher, Katy Klarman, Christopher Brown, Melissa Meagher, Michele Kiley-Consentino, Marissa Velazquez

ABSENT: Kara Canney, Kristen Schimanski, Erika Santiago

OTHERS PRESENT: Sarah Mallory-Library Director, Judy Celone-Library Treasurer, Cindy Gwiazda-Library Community Services, Emily Kalotai-Library Teen Services, Lucille Huelin-Board Clerk

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:06
2. **Special Presentation:** Two library staff members were present and made presentations to the board about the activities the library is offering. Cindy Gwiazda, the library's community services coordinator talked about upcoming events. On April 8th the library will host a Solar Eclipse Party, open to all ages. The library will provide the eclipse glasses and there will be other activities. There will be a CT Author Showcase on April 27th, with local authors attending to talk about their books. The library will host musical events as well. On Wednesdays between March 6 and March 27th, Opera for everyone with Tony Lamberti is being offered. On May 25th there will be a Memorial Day Concert. Emily Kalotai who is the Teen services coordinator, will be hosting activities for teens. There will be a Tiny Art and Sip Soda program on April 11th, a Star Wars movie night, a D & D club, and a teen Monopoly Tournament on May 23rd. There are many more programs being planned and you can find details in the Haganan Happenings brochure.
3. **Approval of Minutes:** The minutes from the February meeting were reviewed. **Motion #1, A motion was made by Melissa Meagher to approve the minutes as presented. Marissa Velazquez seconded the motion. The motion carried.**
4. **Public Comment:** None
5. **Correspondence:** Amy Derbacher read the correspondence. A grant of \$500.00 was received by CT State Library for an Institute of Museum and Library Services. This grant is part of the Building Equity Based Summers Program. Staff members Emily Kalotai, Sascha Gardner and Dedee Baker went through the training program which was a requirement for the grant. the money will help provide summer programs for teens in 2024. The library received \$101.00 from the Stop & Shop Community Bag program.

6. **Treasurer's Report:** The financial statements were included in the packet sent to all board members and were reviewed. Amy Derbacher noted the current budget was on track and should cover everything through the end of this fiscal year. There were no questions.
7. **Director's Report: Staff:** Sarah Mallory attended the town's Safety Committee meeting on March 5th. The DPW will do some rewiring in two sections of the library. The outside front railings and the retreading of the main staircase are on hold until the capital improvement budget is approved. All supervisors will be attending Town Hall Safety training and will provide input on library policies and creating an Emergency Action Plan for the library. **Building:** The water heater failed and flooded the boiler room, DPW was called and came immediately and turned off the water and gas. They installed a new tank the next day. DPW has started work on the Board Room on the third floor. **Tax Program:** The tax preparation program is doing well. They had over one hundred requests for appointments and the program director is working to get everyone an appointment as quickly as possible. **Passport to CT Libraries:** The CT Library Association is bringing this program back in honor of National Library Week. It will run through the month of April. Anyone going to a participating library can get a passport and if it stamped by at least five different libraries, you can be eligible for a \$200.00 gift card.
8. **Committee Reports:** New committees have been formed and have not had any meetings yet. Committees are **Bylaw and Policy-** Marissa Velazquez, Melissa Meagher, Kara Canney and Amy Derbacher. **Camarota Fund:** Amy Derbacher, Katy Klarman and Christopher Brown. **Fundraising:** Kristen Schimanski, Amy Derbacher, and Michele Kiley-Consentino. **Building:** Melissa Meagher, Christopher Brown, and Amy Derbacher.
9. **Old Business: a. 2024 – 2025 Budget Request:** The budget for the next fiscal year was submitted. Sarah Mallory met with the Finance Board in March and the hearing with the town council will be April 11th. The Mayor's State of the Town address will be on March 26th. The mayor's recommendation for the library budget is as requested. The town council will have a final vote on the budget on April 25th.
10. **New Business: a. Officer Elections for 2024-2025.** Amy Derbacher presented a slate of officers for the 2024-2025 year. The slate is as follows:

Amy Derbacher	Chairperson
Melissa Meagher	Vice-Chairperson
Christopher Brown	Board Secretary
Katy Klarman	Board Treasurer

Amy asked for other nominations from the floor, there were none. **Motion #2, A motion was made by Christopher Brown to close the nominations. Marissa Velazquez seconded the motion. The motion carried. Motion #3, A motion was made by Katy Klarman to accept the 2024-2025 slate of officers as presented. Melissa Meagher seconded the motion. The motion carried.** Christopher Brown as the current secretary cast on vote for the 2024-2025 slate of officers. Congratulations to all! **b. Farmer's Market:** The 2024 Farmers Market held on the green in East Haven, will start on June 16th and will run through October every Sunday from 8 to 1. The library will have a

community outreach table once a month. They will have children's crafts and give out information about the library and the events held by the library.

11. **Other:** Sarah Mallory noted the Chamber of Commerce was going to do a community outreach program on May 18th on the Greenway Trail. The library will have a table with information. If anyone wants to volunteer for this activity, please let Sarah know. The library is working with ETV to have ETV record and air programs the library will be holding this year. Sarah Mallory and ETV are working together on a grant for this.
12. **Adjournment: Motion #4, Christopher Brown made a motion to adjourn the meeting. Marissa Velazquez seconded the motion. The motion carried.** Amy Derbacher adjourned the meeting at 8:07 pm. The meeting was adjourned until April 18th.

Respectfully Submitted,
Lucille Huelin
Lucille Huelin, Board Clerk