

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 16, 2020**

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

ABSENT: None

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Treasurer, Lucille Huelin-Board Clerk, Mary Ann Rivera

1. **Call to Order:** Ron Whitney called the meeting to order at 7:03 pm.
2. **Approval of Minutes:** The minutes from the November meeting were reviewed. Bruce George asked to have a correction made, under Old Business, item a, should say The Capital Improvement Budget was approved at the October 29th Town Council meeting.
Motion #1 see attached.
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:
Received From:
 - a. Mayor of Town of East Haven – regarding spending freeze effective 12-4-19.
 - b. The new Town Attorney – regarding role and functions of Town Attorney
 - c. Helming and Company – Final Bill for Library’s Form 990
 - d. Donors – regarding donations made in memory of former Board member
 - e. Family member – Thank you notes for flowers sent.
 - f. Data Haven – Publication of Greater New Haven Community Index 2019.
 - g. Connecticut Dept. of Labor-regarding payroll tax for CT. State Unemployment.
 - h. Dell Financial Services – regarding 2016-2019 computer lease
 - i. Paul Rizza, Director of Finance – regarding FY20-21 Budget Requests
 - j. Community Foundation for Greater New Haven – Library to be part of the Great Give 2020.

Sent To:

- a. Nationwide Funds – change of signers for fund held by Library.
 - b. Hewlett-Packard Financial Services – Lease Agreement for new computers.
 - c. Family of Elizabeth DeMayo – list of donors who made donations in her memory to the library
 - d. Mayor Carfora – regarding request to be on January 15, 2020 Bd of Finance.
- 5. Public Comment:** Samantha Parlato, a Town Council member introduced herself and explained that the Town Council has created a subcommittee of three people, Samantha Parlato, Raymond Pompano and Marianne Cesare, who will be covering the Library and the Board of Education for the town council.
- 6. Treasurer's Report:** Michael Enders reviewed the Financial report for both November and December 2019. Nothing outstanding to report. He also reviewed the Haganan Fund and the Invested Funds, which have done well in the past two months, as has the general stock market. Bruce George noted due to the increase in minimum wage law, he and Michael Enders attended the Bd of Finance meeting and a transfer from the town general fund to the Library's salary account was approved to cover the increase in wages. **Motion #2 see attached.**
- 7. Director's Report:** a. **Monthly Statistics:** Bruce George reviewed the monthly statistics for November and December. He also reviewed the events and activities that took place within each department. b. **Donations for Eileen DeMayo:** Donations have been made in Eileen DeMayo's memory. Stephen Haddon suggested using the donations to have a concert in Eileen's name he also suggested that something should be done to honor another former board member, Sylvia DePalma. Further discussion will take place on this issue. c. **Sexual Harassment Training:** Training needs to be completed by October 2020. d. **Staff Reports:** Steve Robillard had some suggestions that might help the new Teen Services Librarian until she gains more experience. e. **Library Building:** Honeywell has put in new LED florescent lighting and to replace some light fixtures. They have not yet finished this project. The DPW patched the roof were core samples were taken and the DPW will make repairs to the front steps.
- 8. Committee Reports:** There were no committee reports. Ron Whitney asked for board members to consider being on a committee the Great Give 2020. There was a brief discussion of what had been done in the past for fundraising.

- 9. Old Business:**
- a. Capital Improvement Budget:** This budget was approved on October 29, 2019 for \$70,000 to repair the roof. Bruce George would like to meet with the new Administration regarding the roof repairs.
 - b. Fire Alarm Pull Stations:** On December 19, 2019 SCS System started work on the alarm system, they will complete the work soon and the town will cover the cost.
 - c. Governance:** This item was tabled until the next meeting.
 - d. Photocopier lease add on for scanning:** The scanning system is not working as expected, there are some issues with private documents being kept in the cloud. After some discussion the board agreed that some more information was needed before any action is taken.
 - e. New Computer Lease:** The installation of the new computers was completed. The cost of installation was a little higher than expected, but 37 computers were installed. There were a couple of post installation problems and they are being worked on. Bruce George will be signing the three-year contract.
 - f. Changing Banks:** Bruce George will be comparing several banks to determine the best bank for the library's needs. This issue will be discussed at the next meeting.
 - g. Estate Beneficiary:** The Library is one of five beneficiaries of a patron's estate. There may be a few problems with the estate resulting in a wait for any funds to be received. Katy Klarman has been looking into this issue and she asked that a committee be formed to deal with the paperwork that might be involved and also to set up some guidelines to determine what to do with any funds received depending on how much is received. After a brief discussion it was determined that the committee members will be Katy Klarman, Ron Whitney, Stephen Haddon and Chris Brown.
- 10. New Business:**
- a. FY 2020-2021 budget proposal:** The budget proposal for the 2020-2021 Fiscal year must be sent to the Finance Office by February 3, 2020. Bruce George hand our copies of the proposed budget for review. There was a brief discussion on the Health Care line item.
 - b. Employee Handbook Policy on Sick Leave:** An issue has come up with a part-time staff member requesting to carry over unused sick time to the new fiscal year. Current policy is 6 unused sick days can be carried over. Bruce George has proposed changing that figure to 15 days. After a brief discussion the board agreed to a change in the policy. **Motion #3 see attached.**
 - c. Library's Quarterly Happenings publication:** Bruce George brought a request from Cindy Gwiazda to change from mailing out her quarterly brochure to publishing it in the East Haven Courier. After a brief discussion the board requested more of an explanation as to why a change should be made.
- 11. Executive Session:** The regular board meeting was adjourned at 9:26 pm so the board could meet in an Executive Session to discuss Personnel Matters regarding the Director's Annual Evaluation. The Executive session ended at 9:57pm. The regular meeting was called back into session at 9:57pm.
- 12. Adjournment:** Ron Whitney adjourned the meeting at 9:57 pm. The meeting was adjourned until February 20, 2020.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE JANUARY 16, 2020 MEETING

MOTION #1 A motion was made by Steve Robillard to accept the minutes from the November 21, 2019 meeting with one correction. The motion was seconded by Stephen Haddon. The motion carried.

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

MOTION #3 A motion was made by Lorena Venegas to approve the changes to the Employee Handbook Sick Leave Policy to allow the part-time staff to accrue up to 15 days sick leave. The motion was seconded by Michael Enders. The motion carried.