

EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 15, 2019

PRESENT: Lorena Venegas, Ron Whitney, Steve Robillard, Katy Klarman, Stephen Haddon, Chris Brown

ABSENT: Michael Enders

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

1. **Call to Order:** Ron Whitney called the meeting to order at 7:03 pm.
2. **Approval of Minutes:** The minutes from the July meeting were reviewed. Bruce George noted in Old Business, item c, should be explained better. The Governance Review being done, is a report based on the Aspen Institute Best Practices in CT Public Libraries. **Motion #1, see attached.**
3. **Special Agenda Item:** Bill Richardson cancelled. The Dedication of the Clock will take place at the Library on August 24th.
4. **Correspondence:** Correspondence was read by Lucille Huelin

Received From:

- a. Application from an interested person in being a Library Trustee
- b. Minutes from the July 25th meeting
- c. Letter of Engagement from Helming and Co. regarding IRS Form 990

Sent to:

- a. Library Patron – Thank you for a donation
 - b. Head of Administration, Town of East Haven – regarding projected cost of roof repairs to Library
 - c. Community Foundation – Updated Library’s Organizational profile
 - d. Head of Administration, Town of East Haven – regarding status of repairs to the fire alarm system and ChemScope asbestos study on the roof repairs
 - e. Library Volunteer regarding starting work.
 - f. Finance Director – Return of funds to town on the FY18-19 Health Reimbursement Account
 - g. New Library Employee – Letter of Hire for a P/T Library Aide
5. **Public Comment:** MaryAnn Rivera spoke briefly about joining the Library Board
 6. **Treasurer’s Report:** Bruce George gave a brief summary of the Financial Statement. The report was on July the first month of the FY 19-20. **Motion #2, see attached**

7. **Director's Report:** a. **Monthly Statistics:** Circulation was down over the same time period last year. Internet sessions on the public computers was up over the same time period last year. There were fewer programs but more people in attendance. Bruce George reviewed reports from each dept. regarding programs held through the summer. b. **Project Updates: Wall Mounted Air Conditioning Units** – Town approved a purchase order for Eastern Mechanical Services to look at the units and get repair estimates. Cost will be approximately \$680 plus \$10 for shipping cost of a part. **Library's Water Main:** The water in the building is discolored. The Regional Water Authority has been in the library 3 times to flush the main line. They are working on a plan for repairs if the problem continues. **Library Clock:** The Rotary Club will hold a dedication ceremony on August 24, 2019 at the Library
8. **Committee Reports: Community Foundation:** Ron Whitney and Bruce George updated the Library's profile for the foundation and submitted it. **Director's Evaluation:** Bruce George finished his part of the evaluation and gave it to the Evaluation Committee. Lorena Venegas and Steve Robillard will do their review and will present the evaluation at the next board meeting.
9. **Old Business:** a. **Capital Improvement Budget:** Bruce George submitted to Sal Brancati the cost of the roof repairs broken down into 4 options. Sal Brancati wants to know how much money can come from grants. The Capital Improvement Budget process has just started and we need to wait to see what the town will commit to. Bruce George has been looking into other fund programs. The Huisking Foundation might have some funds we can apply for. He will bring this back to the next board meeting. b. **Fire Alarm Repairs:** There is nothing new on the Fire Alarm repairs, still waiting on approval of purchase order from town. c. **Governance:** The board reviewed Section 1, Facilities, of the Aspen Institute's Best Practices in CT Public Libraries. Next month will be section 1.2. d. **Director's Review:** see committee reports. e. **Roof Repair Committee:** This item will be tabled for a future meeting. f. **Photocopier Lease for scanning:** Bruce George is looking at another company and will get back to the board at the next meeting.
10. **New Business: Helming & Company Proposal:** The cost for Helming & Co to do the 2018 Federal Income Tax Return (form 990) has increased by \$300.00, the total cost being about \$3,900. **Motion #3, see attached.**

11. **Other:** Ron Whitney talked about protecting the collection of artifacts that the Library owns. The library has 5 storage cabinets that currently hold these items. They are not really protected from getting damaged. There was some discussion on this issue and Steve Robillard will work to create some humidity and light readers to start so the board can determine what needs to be done.
12. **Executive Session:** None
13. **Adjournment:** Ron Whitney adjourned the meeting at 8:25pm. The meeting was adjourned until Sept. 19, 2019.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE AUGUST 15TH MEETING

MOTION #1 A motion was made by Ron Whitney to accept the minutes from the July meeting with the correction. Steve Robillard seconded the motion. The motion carried.

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

MOTION #3 A motion was made by Ron Whitney to approve Helming & Co handling the 2018 Form 990 IRS return at a cost of \$3,900.00. Stephen Haddon seconded the motion. The motion carried.