

EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
JULY 25, 2019

**PRESENT:** Ron Whitney, Stephen Haddon, Steve Robillard, Michael Enders, Lorena Venegas

**ABSENT:** Katy Klarman, Chris Brown

**ALSO PRESENT:** Bruce George, Library Director, Judy Celone, Treasurer, Lucille Huelin, Board Clerk

1. **Call to Order:** Ron Whitney called the meeting to order at 7:04 pm.
2. **Approval of Minutes:** The minutes from the June 24<sup>th</sup> meeting were reviewed. Bruce George noted two errors. In the Also Present line Mary Cannata's name was misspelled. Under old business section b, Capital Improvement it should read R-1 not R-2. **Motion #1 see attached.**
3. **Special Agenda Items:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin  
**Received From:**
  - a. Public Benefit Guaranty Corp. – Re: TIAA-CREF, Form 5500
  - b. Donation from Friends of the Library
  - c. Minutes from the June 24<sup>th</sup> meeting
  - d. East Haven Chamber of Commerce – Informational Items
  - e. Garland Company – Re: Roof Repairs**Sent to:**
  - a. To Friends of Library – Thank you for donation
  - b. To Donor – Thank you for donation to Ms Carolyn's Garden
  - c. To New Employee – Letter regarding hiring for Teen Services and Young Adult Librarian
  - d. IRS Re: 2018 Short Form Annual Return/Report – Small Employee Benefit Plan
  - e. Universal Service Administrative Corp. – Re: FCC Form 486
  - f. Krystal Klear LLC – Cancel contract for water coolers
  - g. Alcoholic Anonymous – Thank you for donation
5. **Public Comment:** None
6. **Treasurer' Report:** Michael Enders reviewed the Financial Statement for June. June is the end of the FY 18-19. All accounts were balanced out at the end of the year, except the Health Insurance and the Building Maintenance. The Hagaman Fund was also reviewed. Bruce George was notified today that the Town Auditors are requesting to have one of the signers on the Library's Bank Accounts to verify the accounts, Bruce will have the Auditors contact Michael Enders **Motion #2, see attached.**

7. **Director's Report: a. Statistics:** Bruce George reviewed the Monthly Statistics. Circulation was down by 8%, downloadable/streamable materials was up by 29%, Internet sessions increased. **b. Project updates:** a. The new Teen Service Librarian started on 6-23-19. b. Mr. Bill Richardson will be at the August 15<sup>th</sup> meeting to talk about the clock that has been installed on the front lawn by the Rotary Club.
8. **Committee Reports:** None
9. **Old Business:** a. **Capital Improvement Budget:** Bruce George and some of the Board Members meet with Sal Brancati, Town Administrator regarding the roof repair/replacement. Sal Brancati wants the Board to give him a total cost of what the cost could be given the information received from Garland Company about the work that needed to be done. There was a discussion on what needed to be done and what the final cost could be. Bruce George will present the cost to Sal Brancati as the first step. b. **Fire Alarm Pull Stations:** Everyone is currently waiting for a purchase order to be processed by the Town. c. **Governance:** The Board finished the reviewing the rest of the governance Section 3, Bruce will bring another section to the board at the next meeting. d. **Pay Parity for Staff:** This item will be table until next year's budget time. e. **Library Director's Annual Performance Review:** A Committee was form with Lorena Venegas and Steve Robillard. The board reviewed an evaluation form to be used. Bruce George will complete a section and then give it to the committee for review. The annual review will take place in September.
10. **New Business:** a. **Budget for FY19-20:** Bruce George reviewed the budget going over Revenue and Expenses. Steve Robillard suggested that the library needs to start to consider a long term technology plan. **Motion #3, see attached.** b. **Committee for Roof Repairs:** This item will be tabled until hearing from Sal Brancati. c. **Photocopier Lease:** Bruce George presented a proposal to have a scanner added to the current Lease. The cost of the software would be \$85.00 per month/\$1,020.00 per year. Installation will be done by Prism. There will be a 30 day trial and the director will track the use during that period. The scanner will be on the staff and the public copier. The cost will be covered by taking \$510.00 from both Cindy and Fawn's department budgets. **Motion #4, see attached.**
11. **Executive Session:** None
12. **Adjournment:** Ron Whitney adjourned the meeting at 8:54 pm. The meeting was adjourned until August 15, 2019.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT JULY 25, 2019 MEETING**

**MOTION #1** A motion was made by Stephen Haddon to accept the minutes from the June 2019 meeting, with the two corrections made. Ron Whitney seconded the motion. The motion carried

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

**MOTION #3** A motion was made by Lorena Venegas to accept the FY 19-20 Budget. Stephen Haddon seconded the motion. The motion carried.

**MOTION #4** A motion was made by Stephen Haddon to approve the lease addition for scanning to the Photocopier at a cost of \$1,020.00 per year. The motion was seconded by Ron Whitney. The motion carried.