

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
OCTOBER 17, 2019**

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

**ABSENT:** Katy Klarman

**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 7:05pm.
2. **Approval of Minutes:** The minutes from the September 19<sup>th</sup> meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin as follows.  
**Received from:**
  - a. East Haven Courier – Article regarding Emily Kalotai, new Teen Services and Young Adult Librarian
  - b. Minutes from Sept. 19<sup>th</sup>, meeting
  - c. East Haven Chamber of Commerce – Literature regarding upcoming events.
  - d. SCS System LLC – Invoice for upgrading the fire alarm system.
  - e. East Haven Chamber of Commerce – Letter of Support for construction Grant.
  - f. Bank of America – e-mail with final disbursement of Haganan Fund for FY 18-19.**Sent to:**
  - a. Library Volunteer – regarding start time for volunteer
  - b. AA – Thank you note for donation
  - c. Friends of Haganan Memorial Library – Thank you note for donation to be used for construction grant
5. **Public Comment:** None
6. **Treasurer's Report:** The Treasurer's report was reviewed by Michael Enders. No unusual activity. Michael also reviewed the Haganan Fund which made a small gain for the month and overall a small gain YTD. He also reviewed the invested funds. **Motion #2, see attached.**

7. Director's Report: **Monthly Statistics:** Bruce George reported an increase in circulation of hard copy books and down loadable books. Internet sessions were also up over this time last year. Hoopla is doing very well. **Programs:** Bruce reviewed information from each department and the programs presented this month. **Project Updates:** Honeywell is working on energy saving projects, they sealed windows and doors, insulated the attic and skylight as well as the hatch doors to the roof. Wall mounted air conditioning units are not included in this project. **State Library:** The State Library Leadership Conference will be held on Friday November 8<sup>th</sup>. If any board member wants to attend please talk to Bruce. Also the State Library will be holding Town Hall meetings throughout the state and there will be a meeting on October 28<sup>th</sup> in Old Saybrook. Please let Bruce know if anyone wishes to attend.
8. **Committee Reports:** Ron Whitney asked if the Director's Evaluation was finished. The committee will write up a report and present it to the board.
9. **Old Business:**
  - a. **Capital Improvement Budget FY 19-20 and the 5 year plan.** The town has not yet approved the Capital Improvement Budget for 19-20. **Huisking Foundation Grant:** The Huisking Foundation Grant is a matching fund great that can be used for the roof repairs. The Foundation requires information from the Board members about themselves and information about the owner of the building. Bruce handed out paperwork to those Board members that have not completed their information. The Board also needs to decide how much it will contribute to the roof repair fund to get matching funds from the Huisking Foundation. The Library has received letters of support for the Huisking Foundation Grant, for the roof repairs, from the Friends of the Library and from the East Haven Chamber of Commerce, as well as \$2,000 from the Friends of the Library to be matched by the Huisking Grant. After some discussion it was decided that the Library could use the funds that are in the AJ Bormann account for this purpose. There is an issue with authorized signers on the fund. Nationwide, who manages the fund needs to have updated signatures of Authorization before any of the money can be used. Ron Whitney will contact Nationwide to get all information needed. **Motion #3 and Motion #4, see attached.**
  - b. **Fire Alarm Pull Stations:** SCS Systems LLC installed new Fire Alarm pull stations and learned that the circuit board needed is no longer being made. SCS will order and install a new board at no cost to the library, but they required payment up front for the work. The Library made the payment and will be reimbursed 50% by the town.
  - c. **Governance, Best Practices in CT Public Libraries:** The board continued to review the Facilities section 1.4 and will do 1.5 next month.
  - d. **Photocopier Lease:** The contract has been signed and work is planned for October 29<sup>th</sup>.
  - e. **New Computer Lease:** Bruce George is working on the contract, has submitted all the paperwork and is waiting for a lease to sign. The computers and installation should be taken care between the end of October and November 15, 2019.

10. **New Business:** **a. Staff Christmas Party:** Plans are underway for this year's Staff Christmas Party. Bruce George asked if the Board wished to help with the cost of the party. After a brief discussion the board agreed to give funds for the cost of the party. **Motion #5, see attached.** **b. Moving Library Bank Accounts:** Bruce George is looking at moving the library's accounts to Webster Bank from Bank of America. This should save money for the library and will have other benefits. Bruce is gathering more information and will be meeting with the Town regarding the move.
11. **Other:** Steve Robillard gave a brief review of two projects he is working on. He created a temperature/humidity gauge for the collections that the library has to keep them safe from damage. He will continue to build and get it installed. He also put together an excel spread sheet to help determine what is being borrowed and what isn't being taken out. This is both books and DVD's. This may help to determine which items we should be buying and those we should not. More information needs to be gathered.
12. **Executive Session:** None
13. **Adjournment:** Ron Whitney adjourned the meeting at 9:07pm. The meeting was adjourned until November 21<sup>st</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT SEPTEMBER 19, 2019 MEETING**

**MOTION #1** A motion was made by Lorena Venegas to accept the minutes from the September meeting as presented. The motion was seconded by Christopher Brown. The motion carried.

**MOTION #2** A motion was made by Stephen Haddon to accept the Treasurer's report as presented. The motion was seconded by Christopher Brown. The motion carried.

**MOTION #3** A motion was made by Lorena Venegas to authorize the updating of the signatures of authorization on the A J Bormann Fund through Nationwide. The signatures are changing from Sylvia DePalma, Katy Klarman, Michael Enders and Lorena Venegas to Ron Whitney, Katy Klarman, Michael Enders and Lorena Venegas. The motion was seconded by Christopher Brown. The motion carried.

**MOTION #4** A motion was made by Ron Whitney to use the A J Bormann Memorial Fund of \$33,000.00 for the matching funds for the Huisling Foundation, to be used for the roof repairs. The motion was seconded by Stephen Haddon.

**MOTION #5** A motion was made by Lorena Venegas to approve spending \$1,000.00 on this year's Library staff Christmas party. The motion was seconded by Ron Whitney. The motion carried.