

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
APRIL 23, 2020**

**PRESENT:** Ron Whitney, Michael Enders, Christopher Brown, Steven Robillard, Stephen Haddon, Katy Klarman, Amy Derbacher, Lorena Venegas

**ABSENT:** Mary Ann Rivera

**ALSO PRESENT:** Bruce George, Library Director – Judy Celone, Treasurer- Lucille Huelin, Board Clerk - Fawn Gillespie (Library Employee), Emily Kalotai (Library Employee), Cristian Astudilo (Library Employee), Director of Human Resources and Assistant Director of Administration and Management Michelle Benivegna, Eileen Curley (Library Employee), Annette Foster (Library Employee), Sascha Gardiner (Library Employee), Wahid Nabiz (Library Employee), Susan Longmire (Library Employee), Councilwoman Samantha Parlato and Councilman Joe Deko

1. **Call to Order:** Ron Whitney called the meeting to order at 7:00 pm.
2. **Approval of Minutes:** The minutes from the February 27<sup>th</sup> meeting. **Motion #1 see attached.**
3. **Public Comment:** Eileen Curley spoke briefly regarding the Covid-19 issues concerning the Library Staff. She is concerned about the staff being paid and what type of loss the library will take. Fawn Gillespie also spoke regarding the staff and their salaries and insurance expense. The staff is currently being paid until May 2<sup>st</sup>, 2020. Ron Whitney stated that the cost in the long run to the library and what loss they would see could not be answered at this time.
4. **Treasurer's Report:** Michael Enders reviewed the Hagaman Fund. Due to the issues currently facing the economy the fund has dropped significantly. The Library has not been open since March 14<sup>th</sup> so there was no financial report. **Motion #2 see attached.**
5. **Director's Report: Payroll and Insurance:** Bruce George reported on the current issue of payroll for staff. He applied for the Paycheck Protection Program through the Bank of America on April 17th. If approved, it will cover 2.5 months of payroll. The government will then forgive the amount spent on payroll and it will become a grant and not a loan. Staff members are working from home, where they can. They are answering calls, keeping up with registrations and keeping the website current, and offering some programs through online virtual meetings. In general, the staff is continuing with Library services as best they can and helping the public where they can. **Project Update:** Public Works personnel have been in the library to do some repairs and painting.
6. **Committee Reports:** Ron Whitney spoke about the Community Foundation, The GreatGive program. The GreatGive will take place on May 6<sup>th</sup>. Ron has been working with Fawn Gillespie to get e-mail notifications and alerts out to let the public know

about the event and encourage them to participate. Steve Robillard is working to enable the donation button on the Library's website.

7. **Old Business: Election of Officers:** Due to the current situation concerning COVID-19, this item was tabled until next month.
8. **New Business:** a. **Library Finances, Staffing and Services:** a discussion was held on the issue of payroll, layoffs and cost and loss to the library. Bruce George presented several options, from paying wages to staff layoffs. Stephen Haddon asked about what the town was doing and what the unions were doing on the issue of wages and lay-offs. Michelle Benivegna, Assistant Director of Administration & Management for the Town of East Haven spoke briefly regarding this matter. Katy Klarman and Amy Derbacher also asked questions regarding wages and insurance. Michelle will check with Town regarding insurance cost and coverage for furloughed employees. The discussion also included when and how all departments in town will be opened again. Being closed to the public could last through May and opening in June could come with restrictions. Jim Keeley the interim Finance Director has also asked Bruce about any savings the Library might experience due to the closing of the Library. Savings could come in line items, such as electric and water cost. Cut in custodial services since the building is closed. After this discussion was had a motion was made. **Motion #3 see attached.** b. **Library Governance Matters:** Bruce George noted that the Library's Bylaws do not provide for electronic meetings and handling of an emergency and he wants to have the Bylaws updated. After a brief discussion it was determined that an Executive Committee of Library Board Officers, Ron Whitney, Katy Klarman, Lorena Venegas and Michael Enders, will meet to review the by-laws and make recommendations for changes and will set the agenda for the upcoming Board of Trustees Library Board meeting. Also it is recommended that the Executive Committee meet monthly while the Library is closed to review matters in advance of the Board of Trustees meeting. The meeting of the Executive Committee will take place on May 7<sup>th</sup>.
9. **Adjournment:** Ron Whitney adjourned the meeting at 8:21 pm. The meeting was adjourned until May 21<sup>st</sup>.

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE APRIL 23<sup>RD</sup> MEETING**

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

**MOTION #2** A motion was made by Amy Derbacher to accept the Treasurer's Report as presented. Ron Whitney seconded the motion. The motion carried.

**MOTION #3** A motion was made by Stephen Haddon to pay both full-time and part-time employees, full wages and benefits through the end of the 19-20 Fiscal year, which ends June 30, 2020. Unless it is otherwise ordered, both town wide and department wide by the Mayor's Office during this emergency. Lorena Venegas seconded the motion. The motion carried.