EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEE MEETING MINUTES  
NOVEMBER 17, 2022

PRESENT: Amy Derbacher, Ron Whitney, Christopher Brown, Stephen Haddon, Kara Canney, Katy Klarman, Lorena Venegas

ABSENT: Erika Santiago, Kristen Schimanski

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

1. Call to Order: Stephen Haddon called the meeting to order at 7:05 p.m.

2. Approval of Minutes: The minutes of the October meeting were reviewed. Motion #1 see attached.

3. Special Agenda Item: None

4. Public Comments: None

5. Correspondence: Correspondence read by Lucille Huelin as follows:
   Received From:
   b. CT Department of Administrative Services, Bureau of Elevators – Elevator Certificate for July 2022 to July 2024.
   c. PBC Guru – Memorandum of Understanding.
   d. Silktown Roofing Inc. – Change Order Five.
   
   Sent To:
   b. Donors – Thank you note for donations made in memory of a patron.
   d. CT State Library, Construction Grant Administrator – Second application for Payment from St. Library Grant for Roof Repairs.
   e. Town of E. H., Finance Department – Second and Final Applications for Payment from the ST. of CT. Library Grant.

6. Treasurer’s Report: Ron Whitney gave a brief report on the library’s monthly Financial Statement. Ron also reported on the Hagaman Fund. There was a question concerning the amount of the monthly distribution from the Bank and Judy Celone will check on the amount. Ron had no report on the Raymond James Account. Motion #2 see attached.
7. **Director’s Report: Monthly Statistics:** Bruce George gave a brief report on the monthly statistics. Circulation, Internet usage, Wi-Fi usage and Website views continue to increase and are getting closer to pre-pandemic levels. Bruce reviewed each department report and the programs and activities. The number of programs has increased and attendance for these programs is increasing. Bruce also noted that three board members have terms that will expire on February 1, 2023. Letters asking to be reappointed or to be removed from the board should be forwarded to the mayor’s office. **Building Update:** There was a problem with the automatic door opener on the outside of the door. DPW was called in and they did not fix the problem. Automatic Door Systems was then called, and they replaced the internal housing for the battery and circuitry system, and it is now working. The Fire Exit Door leading to the parking lot is locked and cannot be opened. Bruce is waiting for a response from the town for his request for repairs. **Helming & Co.:** Bruce George has been working with Helming & Co. to complete the CT State Library’s Annual Report and he has reviewed the 2021 Form 990, which was signed and e-filed with the IRS. Bruce received a quote from Helming & Co. to work on the TIAA-CREF retirement plan Form 5500-SF. This is an annual return/report of small employee Benefits plan which is not easy to prepare, and Bruce thinks it would be beneficial to the new director to have the help for the first time in preparing this document. The cost would not exceed $1,500.00. Bruce recommended the board vote to have Helming & Co. do this. **Motion #3 see attached.** **Bank of America Lost Check:** There has been a problem with the request to Bank of America to have this check replaced. Judy Celone and Ron Whitney will continue to work on getting this issue resolved. **Bibliomation:** Bibliomation has notified the library that as of 7-23 the cost for technical support will go up to $85 per hour and on 7-24 it will go up to $100 per hour.

8. **Committee Report:** a. **Executive Committee:** No Report. b. **Building Committee:** No Report. c. **Fundraising Committee:** No Report. d. **Camarota Estate Subcommittee:** Katy Klarman gave a brief report, Raymond James had the library’s savings account listed as the account to transfer funds to when needed. This is being changed to having funds transferred to the library’s checking account.

9. **Old Business:** a. **Capital Improvement:** The first payment application was completed, and payment was made to the town by the State Library. The second application has been submitted and the town is awaiting payment from the State Library. The final application will be made when the roof project is completed and as been paid in full to the contractor. b. **A/V System:** a signed contract has been sent to Diversified. They are waiting for all equipment to come in before setting a start date for installing the new system in the DeMayo Room. c. **Staff Christmas Party:** This year’s party will take place in December at the Twin Pines Dinner. After a brief discussion, the board agreed to give up to $1,000.00 to pay for this event. **Motion #4 see attached.**

10. **New Business:** a. **Board of Trustee meeting schedule:** The 2023 meeting Schedule was presented to the board members. The board meets on the third Thursday of each month except for July when the meeting is held on the fourth Thursday. Kara Canney asked why this was. This date had been changed in the past to enable the financial statement for the previous year could be completed. Since the library’s financial statements are now done by computer and this past July the meeting was cancelled due to conflicts, the board agreed to go back to the third Thursday of the month. **Motion #5 see attached.** b. **Library Holiday Schedule:** A holiday schedule was handed out for review. This
schedule did not include the new federal holiday of Juneteenth, which should be celebrated on June 19th each year. After a brief discussion, the board agreed to add this holiday to the schedule. **Motion #6 see attached.** Bruce noted another problem with the 2022 holiday schedule. The Christmas Holiday had been approved in the schedule for December 25th. The holiday falls on a Sunday and the day off for the staff should be on December 26th, 2022. **Motion #7 see attached.**

**c. CEN Everybody Learns WI-FI:** The State Library has given free outdoor WI-FI for the past two years through this CEN program. This program is ending, and the library has one of three choices to make. The library can end the outdoor WI-FI, have CEN continue to manage the network with a cost of a monthly fee for two access points and an annual fee for the Meraki licenses, or the library can manage the network on its own, with just the annual cost of the licenses. Bruce recommended the library self-manage the outdoor WI-FI and asked the board’s approval. **Motion #8 see attached.**

**d. Raymond James Account:** When the roof repairs have been paid in full to the contractors, the library can apply for the final payment of the grant money from the State Library. Bruce would like the board to approve using funds from the Raymond James account to make the final payment on the repairs so the final application can be sent to the State Library. The town will be reimbursing the library when the State Library sends them the final payment from the grant money. When the library receives the reimbursement, it will be returned to the Raymond James account. **Motion #9 see attached.**

**e. 2023 CT State Library Grant:** Bruce George gave a brief report on the timeline for applying for the 2023 State Library Grant for a new HVAC unit. **f. Tree of Knowledge:** Cindy Gwiazda revised the brochure on the Hagaman Tree of Knowledge for the board to review.

### 11. Executive Session:
The regular meeting of the Board of Trustees was adjourned at 8:35 p.m. so the board could go into an executive session regarding personnel matters. The executive session adjourned at 9:05 p.m. The regular session resumed at 9:05 p.m.

### 12. Adjournment:
Stephen Haddon adjourned the meeting at 9:05 p.m. The meeting was adjourned until January 19th, 2023.

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk
Motions made at the November 2022 meeting

Motion #1 Lorena Venegas made a motion to accept the October 2022 minutes as presented. Amy Derbacher seconded the motion. The motion carried.

Motion #2 Lorena Venegas made a motion to accept the Treasurer’s Report as presented. Stephen Haddon seconded the motion. The motion carried.

Motion #3 Katy Klarman made a motion to approve Helming & Co. to do the TIAA-CREF Annual Return/Report of Small Business Employee Benefits Plan for retirement. This would be for the 2023 report only. The cost not to exceed $1500.00. Kara Canney seconded the motion. The motion carried.

Motion #4 Kara Canney made a motion to approve the giving of, up to $1,000.00, for the staff Christmas party to be held in December. Amy Derbacher seconded the motion. The motion carried.

Motion #5 Stephen Haddon made a motion to approve the 2023 Board of Trustee meeting schedule with the change for the July date. Lorena Venegas seconded the motion. The motion carried.

Motion #6 Kara Canney made a motion to approve the library’s 2023 Holiday Schedule with the addition of the June 19th, Juneteenth holiday. As per the employee’s handbook, only part-time employees scheduled to work on a holiday will be paid for the holiday. This schedule will be reevaluated each year. Amy Derbacher seconded the motion. The motion carried.

Motion #7 Stephen Haddon made a motion to approve the date of December 26th as the day the staff will have off for the Christmas Holiday for 2022. Lorena Venegas seconded the motion. The motion carried.

Motion #8 Kara Canney made a motion to approve the library to self-manage the CEN outdoor WI-FI with the annual cost of the Meraki licenses. Stephen Haddon seconded the motion. The motion carried.

Motion #9 Stephen Haddon made a motion to approve having the reimbursement check from the town, for the final payment to them by the CT State Library, be put in the Raymond James account. Lorena Venegas seconded the motion. The motion carried.