EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEE MEETING MINUTES  
OCTOBER 20, 2022

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

ABSENT: Amy Derbacher, Kristen Schimanski, Erika Santiago

ALSO PRESENT: Bruce George.Library Director, Judy Celone.Library Treasurer, Lucille Huelin-Board Clerk, Sarah Mallory

1. Call to Order: Stephen Haddon called the meeting to order at 7:04pm.
2. Approval of Minutes: Minutes from the January 2022 meeting and the September 2022 Special Meeting were read. Bruce George had one correction in the September minutes. Under Building Committee, the last sentence should say rubber roof, not gravel roof. Motion #1 see attached.
3. Special Agenda Item: None
4. Public Comment: None
5. Correspondence: Correspondence was read by Lucille Huelin as follows: Received From:
   b. George Ellis – Invoice/Receipt for Fall Preventive Maintenance Inspection.
   Sent To:
   a. CT State Library Construction Grant Coordinator – Construction Grant Application for Payment.
   b. Town of East Haven, Finance Department – Roof Repair Purchase Orders.
6. Treasurer’s Report: Ron Whitney reviewed the financial report for September, the budget good for the third month of the 22-23 fiscal year. The Hagaman Fund has taken a loss, this is due to the current economic conditions. Funds were taken from the Camarota Fund for the roof repairs and the A.J. Berman Fund is holding steady. Motion #2 see attached.
7. Director’s Report: Monthly Statistics: Bruce George reported on the monthly statistics. Circulation, Internet, and WI-FI usage continues to grow, and the numbers are getting closer to pre-pandemic levels. Bruce also reviewed each department's reports on programs and events taking place. Property Tax on Leased Computers: The library received an invoice for personal property taxes on the leased computers in the amount of $470.59. The invoice was for 2020. Hewlett Packard is behind in their billing process,
so the library will get bills for 2021 and 2022. It is in the contract with HP, that they will pass on to the library, the personal property tax that they are charged by the town. **Back Public Entrance:** Bruce George is waiting on quotes for repairs on the back public entrance door and the door near the fire exit door on the parking lot side of the building. **Library Credit Card:** The board trustees who are signers on the library accounts need to meet and go to the bank to change this account and to add the new director and bookkeeper as credit card users. **Library Strategic Planning:** The State of CT, Library Board is holding a virtual program on Strategic Planning. Bruce will send all members a link to this invite so anyone who wishes to can register to attend. **George Ellis:** George Ellis Co. came into the library to do preventive maintenance for the heating season. This is part of the contract the library has with them. There is a part that needs to be replaced on one of the units and there may be a charge for that part. **Dividend Check:** The dividend check issued to the library from the Hagaman Fund in March was lost. Judy Celone has been working with Bank of America to fix this issue and she and Ron will go to the bank to sign and file the proper paperwork to have this check reissued. **New Director:** Bruce George reviewed name changes that need to be made to transfer bank accounts and administrator accounts to the new director. All changes need to be done by November 31st.

8. **Committee Reports:**
   a. **Executive Committee:** The Executive Committee did meet. The discussions that took place are all discussed in the Director’s report, Old Business and New Business sections.
   b. **Building Committee:** Stephen Haddon gave a brief report on the final part of work being done on the roof. The repairs are almost complete.
   c. **Fundraising Committee:** No report.
   d. **Camarota Fund:** Katy Klarman gave a brief report on the status of the Raymond James Accounts. There are a two CDs that have matured this year and there will be two CDs that will mature each year after this. The CDs will be rolled over unless the funds are needed for a new project. Katy will give Ron Whitney a short report each month for the treasurer’s report. A subcommittee needs to be set up to amend the library’s by-laws to include information on the Raymond James account and how it is managed.

9. **Old Business:**
   a. **Capital Improvement:** A request was sent to the State Library for payments of the grant money to be made to the town.

10. **New Business:**
    a. **A/V System:** Bruce George would like to purchase a new A/V System for the DeMayo Community Room. Bruce presented quotes from two companies, DNRLabs and Diversified. Each company gave two quotes, one quote included more equipment to be installed than the other quote. After a discussion and many questions from the board members, the board agreed to use Diversified with a cost of $9845.73. $4750.00 to come from library budget and the other $5,995.00 to come from the DeMayo fund. The old system will be used in the old community room. **Motion #3 see attached.**
    b. **Staff Christmas Party:** The staff is planning their annual Christmas party. The board has supported this party in the past with funds to cover the cost. There will be twenty-one staff members and one volunteer in attendance. They are discussing going to a local restaurant or having a party in the library. Bruce will add this to the November agenda at which time he will have final details.

11. **Executive Session:** None

12. **Adjournment:** Stephen Haddon adjourned the meeting at 8:45pm. The meeting was adjourned until November 17, 2022.
Motions made at the October 20th meeting.

**Motion #1**  Christopher Brown made a motion to approve the minutes from the January 2022 meeting and the September Special meeting with one correction. Stephen Haddon seconded the motion. The motion passed.

**Motion #2**  Lorena Venegas made a motion to approve the Treasurer’s Report as presented. Ron Whitney seconded the motion. The motion passed.

**Motion #3**  Christopher Brown made a motion to approve the purchase of a new A/V System for the DeMayo Community Room. The system to be purchased from Diversified at a cost of $9,845.73. Katy Klarman seconded the motion. The motion passed.