

**HAGAMAN MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 19<sup>TH</sup> 2013**

**MEMBERS PRESENT**

Cathy Burgard  
Eileen DeMayo  
Sylvia DePalma  
Michael Enders  
Carol Scussel  
Stephen Haddon

**MEMBERS ABSENT**

Kathleen Yuse

**ALSO PRESENT**

Bruce George, Library Director  
Judy Celone, Treasurer  
Lucille Huelin, Board Clerk  
Chris Hemingway

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:00 pm.
2. **Approval of Minutes:** The July and August minutes were reviewed. Sylvia DePalma made a motion to accept the minutes for July and August as presented. Michael Enders seconded the motion. The motion carried unanimously.
3. **Correspondence:** Bruce George received a letter from the Bank of America regarding the tax exempt status which is waiting review. Lucille Huelin presented a letter of resignation from Maria Bronson.
4. **Chris Hemingway:** Chris who is a Library employee spoke briefly to the Board regarding his job at the library. Stephen Haddon stated that the Board did not handle personal matters like this and he needed to address his issues with the Director. Stephen also stated that he would be happy to talk to Chris outside of the board meeting to try and help.
5. **Public Comment:** None
6. **Treasurer's Report:** The June, July and August financial statements were reviewed. Cathy Burgard made a motion to accept the reports as presented. Sylvia DePalma seconded the motion.
7. **Director's Report: Monthly Statistics:** The Statistics were reviewed and it was noted that circulation has declined. Cathy Burgard stated

that having talked with other library director's it seems to be a trend. People are using more electronic devices for reading and don't seem to be using books. Libraries need to start using more computers and other electronic devices to provide information to patrons. **Updates:** Bruce George spoke with Kevin White, the town engineer regarding building maintenance and repair schedule. Kevin White was not very receptive to this idea and Bruce will continue to work on having the heating and air conditioning systems maintained. Kevin was also made aware of the leak in the roof and the ceilings. He made no commitment on making the repairs. **DeMayo room:** D'Appeio Construction has been delaying getting the new locks in place even though there have been several promises to do the work. Bruce George contacted Bruce Tutwell the Architect and he stated that the next step would be to contact the town attorney to get this settled. **ADP:** ADP has been working to set up the new system and in this process ADP discovered that the library's Tax ID number is listed with the state under the name of Hagaman Memorial Library which not the library's incorporated or legal name. Helming and Company will take care of this. **Library Programs:** Bruce reported that both the children's library summer programs and the teen book discussion sessions were very successful and Cindy and Sasha were to be commended for a job well done.

8. **Committee Report:** None

9. **Old Business: Security Systems:** Bruce has done some research on the type of systems available and the cost. The systems are all very expensive and before he would recommend one he wants to do a study to determine what type of thief we are having, when they take place and how much they are costing the library. Inventory of the library needs to be taken. He will enlist Chris Hemingway to help him with this project and will come back to the board when he has more information. **Board Vacancies:** Maria Bronson and Lori Musco have both resigned. Lucille submitted the name of Palma Ruggiero to the Mayor's office and will also submit the names of Norma Mohler and Patricia MacDonald. Hopefully we will have a full board at the October meeting. **Disciplinary Policy:** Since ADP will be working on a new employee handbook which should include a disciplinary policy this item will be put on hold until the handbook is finished.

10. **New Business:** The library must file a Form 990 tax return by November 15, 2013. This filing is necessary and could have an impact on the Tax exempt application if not filed. Helming and

Company will do this as well as the Tax ID paper work. The cost will be approximately \$1500 to \$2000. Sylvia DePalma made a motion to spend between \$1500 to \$2000 dollars to have Helming and Company do the tax return for the 2012 – 2013 fiscal year. Carol Scussel seconded the motion. The motion carried unanimously.

**Library Credit Card:** Bruce George and Judy Celone spoke on the need for having a credit card for the library. Many orders that are placed by computer or phone require a credit card. Up to this point the staff has been using their own cards to get supplies for the library, Bruce would like to stop this practice. Michael Enders spoke in favor of having the library have a credit card because of the problems using personal credit can cause for the library. Carol Scussel made a motion to allow Bruce to get a credit card in the Library's name, with a spending limit of \$1000.00. Judy Celone and Bruce George will be the only two people allowed to make purchases with the card. Michael Enders seconded the motion. The motion carried

unanimously. **Comcast:** Bruce George has spoken to Comcast about upgrading the internet system to cable. The library currently has a DSL System. The cost will not be much higher, about \$30.00 more a month but the benefits of cable will be great. Michael Enders and Stephen Haddon have concerns about losing phone service with cable. Stephen suggested that Bruce speak to Comcast and look into retaining one land line for emergencies and also alarms put on water and gas meters. Bruce will look into this before switching to Comcast.

**Bibliomation:** As of June 30, 2014 Bibliomation and Microsoft will no longer support windows XP. This will create problems for the computer systems. New software needs to be purchased and many of the computers will not handle the upgrades. Bruce has been looking into leasing vs. purchasing new equipment and wants to have an approval on new systems by November. The Hagaman Trust has \$6,000 that can be used and the Friends of the Library have given \$5,000 which is enough to cover the new systems. Bruce will do more research and will get back to the board next

month. **Copiers:** The copier that the library owns will no longer have a service contract. This will eventually cause problems. The old copier will not handle networking with the new ones that are being leased. Bruce is looking into getting some new printers to be used down stairs for the public in place of this copier. **Janitorial Service:** Bruce George talked with another Janitorial Service comparing it to the current service and finds that there is no need to change services

at this time, however a carpet cleaning service will have to be hired in the spring to work on the carpets. **Donor's Brochure:** Bruce George presented a donor's brochure. The goal of this brochure is to get people or businesses to make donations to the library for specific items needed by the library and cost under \$1000.00. After a brief discussion Sylvia DePalma made a motion to use the Donor's Brochure with timely editing of the form by the Director as items are purchased or no longer needed. Cathy Burgard seconded the motion. The motion carried unanimously.

11. **Other:** None

12. **Adjournment:** Eileen DeMayo adjourned the meeting at 8:25 pm. The meeting was adjourned until October 17<sup>th</sup>.

Respectfully Submitted,

Lucille Huelin, Board Clerk