

**EAST HAVEN PUBLIC LIBRARY INC
HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MARCH 19, 2015**

MEMBERS PRESENT

Carol Scussel
Michael Enders
Stephen Haddon
Ronald Whitney
Katy Klarman
Lorene Venegas
Sylvia DePalma

MEMBERS ABSENT

Eileen DeMayo
Noah Cifarelli

ALSO PRESENT

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

1. **Call to order:** Sylvia DePalma called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the March meeting were reviewed. Bruce George made two corrections, 1) item #7, Director's Report, Computers: change from Bruce met with Randel Osborne to Bruce spoke to Randel Osborne. 2) Director's Report: Legal Name: East Haven Public Library Inc. is already listed as the legal name in the Articles of Incorporation filed with the Secretary of State's Office. A motion was made. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Bruce reviewed letters he received. They include a letter from the State Library regarding passes to the state parks and historical sites, a letter from the Mayor regarding the Columbus Day parade, A request from the town for a 5 year capital improvement plan, A letter from TRAA CREF regarding the retirement plan, and a letter from the Community Foundation regarding a study of immigrants in New Haven.
5. **Public Comment:** None

6. **Treasurer's Report:** The February financial statement and the town report were reviewed. A motion was made. **Motion #2, see attached**
7. **Director's Report: 2015-2016 Budget:** Bruce George spoke briefly on the Mayor's proposed Budget. The Mayor recommended a \$16,652.00 increase to the library's budget. The library had requested a \$30,252.00 increase. Bruce feels this is still a positive budget. On April 16th the Library will present the budget to the Town Council at 6:30 p.m. **State Library Cuts:** Bruce George spoke about the State of Connecticut's budget cuts to Public Libraries and how those cuts will affect our library. Bruce has written a letter, from the library, to our state legislators in regards to these cuts. He encourages all board members to send a note to their legislators. **Monthly Statistics:** The monthly statistics for February were reviewed. Circulation was down in February due to bad weather and closings because of snow. Cynthia Gwiazda, Fawn Gillespie, and Sarah Mallory are all working hard and bringing in programs that are well received. Sascha Gardiner is working on the children's summer programs as well as starting the Crazy 8s after school math program.
8. **Committee Reports: Employee Manual:** Bruce George and Michael Enders had spoken in regards to the manual and because of the size of the manual and the changes that need to be made they decided that the employee's manual will be reviewed in sections. Bruce gave each board member a copy of section 3 of the handbook which covers **Time Away from Work and other Benefits**. Changes are being made to items under Vacation, Sick Days, Dental Insurance and Medical Insurance. After a brief discussion on the complete change to the insurance policy and cost-share for employees a motion was made. **Motion #3, see attached.**
9. **Old Business:** a) **Employee Manual:** see committee reports. b) **Bulk Mailing:** Permit received. C) **2015-2016 Budget:** see Director's report. d) **Library Opening:** Approved in February. Bruce noted the Old Stone Church had no objections. e) **Strategic Plan:** The short term strategic plan was given out at the February for members to review. Bruce George added a service component to the plan. After a brief discussion section B, goal/objectives 2, objective 2.3 was changed to remove the months listed. A motion was made. **Motion #4, see attached.**
10. **New Business:** a) **Lincoln's Birthday:** Bruce George asked about eliminating Lincoln's Birthday as a holiday and giving the staff

another holiday in its place. The Town Hall has eliminated Lincoln's Birthday as a holiday and gave employees a floating holiday instead. There was a brief discussion and it was decided to put this on hold for a while and bring it back at a future meeting.

b) **Circulation Policy:** Bruce George presented a revised circulation policy for the board to review. After a few questions a motion was made. **Motion #5, see attached.**

c) **Artist Agreement:** Bruce George asked to have some changes made to the Artist Application for Exhibit. After a brief discussion about the changes a motion was made. **Motion #6, see attached.**

d) **P/T Head of Technical Services;** Bruce George presented a revised job description for this position for the board to review. A motion was made. **Motion #7, see attached.**

11. **Other:** a) **Election of Officers:** a) **Election of Officers:** Sylvia DePalma reminded everyone it was time to hold an election of officers. She asked that a committee be formed so an election can be held in April. Stephen Haddon will be the nominating committee.
b) **Health Insurance account:** Katy Klarman spoke about the new insurance policy and the cost share that the employees are now paying. There was a brief discussion on what employees are paying and how those payments will be accounted for. A motion was made. **Motion #8, see attached.**
12. **Executive session:** The regular meeting was adjourned at 8:40 p.m. to go into an executive session regarding personal matters. The regular meeting was resumed at 8:57 p.m.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:57 p.m. The meeting was adjourned until April 16th.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made on March 19, 2015

Motion #1. Carol Scussel made a motion to accept the minutes with two corrections. Michael Enders seconded the motion. The motion carried.

Motion #2. Michael Enders made a motion to accept the Treasurer's report as presented. Ronald Whitney seconded the motion. The motion carried.

Motion #3. Katy Klarman made a motion to approve employee cost share for medical insurance as of July 2014 and to revise section 3, of the employee handbook, Medical Insurance to reflect the change of cost share for employees. Cost shares will be determined by the Board of Trustees and communicated to employees at the annual contract renewal time. Michael Enders seconded the motion. The motion carried.

Motion #4. Katy Klarman made a motion to approve the Strategic Plan with the changes made. Carol Scussel seconded the motion. The motion carried.

Motion #5. Michael Enders made a motion to approve the revised Circulation Policy as presented. Ronald Whitney seconded the motion. The motion carried.

Motion #6. Sylvia DePalma made a motion to approve the Artist Agreement with the changes made. Michael Enders seconded the motion. The motion carried.

Motion #7. Carol Scussel made a motion to approve the revised job description for the Head of Technical Services position. Lorena Venegas seconded the motion. The motion carried.

Motion #8. Katy Klarman made a motion to establish a Medical Health Insurance reimbursement account, which would include employee contributions for accounting purposes. Ronald Whitney seconded the motion. The motion carried.

