

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
MAY 21, 2015**

MEMBERS PRESENT

Carol Scussel
Michael Enders
Sylvia DePalma
Stephen Haddon
Ronald Whitney

MEMBERS ABSENT

Eileen DeMayo
Katy Klarman
Lorena Venegas
Noah Cifarelli

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:25pm.
2. **Approval of Minutes:** Minutes from the April 2015 meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** Tabled until June 4, 2015-Grant Committee meeting will be restricted to ½ hour.
4. **Correspondence:** A letter received from Bank of America regarding the annual distribution of the Haganan Fund
5. **Public Comment:** None
6. **Treasurer's Report:** The Haganan Fund distribution from the Bank of America beginning May 1, 2015 will be \$3,681 per month. There is an operating deficit of \$21,619.00 year to date, largely due to the recent payment of employee health insurance premiums. **Motion #2, see attached.**
7. **Director's Report:** a) Monthly statistics were reviewed. b) The summer High School reading list has been released. c) "The Multicultural Event" will be held Saturday June 13, 2015 from 10am-3pm on the Library grounds.
8. **Committee Reports:** None
9. **Old Business:** Employee Handbook: Added to section 3, was a heading and information about the Retirement Plan the library provides. Eligibility for retirement benefits is 2 consecutive years of employment with a minimum of 1,000 hours worked each year. **Motion #3, see attached**

10. **New Business:** a) **Approve Contract for Fiber Optic** – Tabled until June 4th special meeting. b) **Approve Interopic Systems Contract** – Tabled. c) **Approve Circulation Policy:** Circulation Policy was extensively revised and given the new title **Borrower and Overdue Materials Policy.** d) **Approve a new Borrower's Registration Policy:**
- New policy spells out what identification is necessary for different age groups.
 - Library Card replacement, and overdue fine structure.
 - Better defines the overdue fine structure and limits the computer access of patrons who have accumulated over due violations totaling over \$5.00.
 - Once fines reach \$5.00 the patron must pay down the balance below \$5.00 or that library card will be disabled. In addition the patron would have to request a temporary library card restricting computer usage to 1 hour.
 - Patron dispute from mechanism added for the review of circumstances causing the library to consider the material overdue lost or damaged.
- Motion #4, see attached.** e) **Approve New Community Information Policy:**
- Distribution both inside and outside the Library is at the discretion of the Library.
 - Quantities of materials will be limited due to space. Materials will be reviewed and removed by the Library on a regular basis on the criteria of timeliness, relevance. No posting on Library doors.
 - Large posters and announcements are not accepted. All submissions should be made at the circulation desk and approved by the Library Director.
- Motion #5, see attached.**
11. **Other:**None
12. **Executive session:** The regular meeting was adjourned at 8:25 pm for the Board to go into executive session regarding personal matters. The regular meeting was resumed at 8:45 pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 8:45 pm. The meeting was adjourned until June 18, 2015.

Respectfully submitted,

Ronald Whitney & Lucille Huelin

Ronald Whitney, Trustee & Lucille Huelin, Board Clerk

Motions made on May 15, 2015

Motion # 1. Michael Enders made a motion to accept the April minutes as presented. Carol Scussel seconded the motion. The motion carried.

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

Motion #3. Michael Enders made a motion to approve the revision to Section 3 of the employees Handbook. Carol Scussel seconded the motion. The motion carried.

Motion #4. Michael Enders made a motion to approve the revisions in the Circulation Policy, "Which is now named the **Borrower and overdue Materials Policy**", and to approve the new **Borrower's Registration Policy**. Ronald Whitney seconded the motion. The motion carried.

Motion #5. Stephen Haddon made a motion to approve the new **Distribution of Community Information Materials Policy**. Carol Scussel seconded the motion. The motion carried.