

EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
AUGUST 20, 2015

**MEMBERS PRESENT**

Noah Cifarelli  
Sylvia DePalma  
Michael Enders  
Ron Whitney  
Lorena Venegas  
Stephen Haddon

**MEMBERS ABSENT**

Eileen DeMayo  
Carol Scussel  
Katy Klarman

**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 7:07 p.m.
2. **Approval of Minutes:** Bruce George noted one error, Item 10, second sentence should read, 2015-2016 budget was reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** A list of letters received by the Library and sent by the library was read. Please see the list attached to the minutes on file in the town clerk's office.
5. **Public Comment:** None
6. **Treasurer's Report:** Bruce George reviewed the treasurer's report. The finance office has requested an audit for the 2014-2015 budget year. Helming and Co. is working on this information and on the 990 form. The Treasurer's report was accepted as presented.
7. **Director's Report: Monthly Statistics:** The monthly statistics were reviewed.  
**Fiber Optics:** After being told that a 5 year contract was not acceptable and that Frontier Communications would give us two year contract for \$700.00 per month, Fibertech responded with a two year contract at \$675.00 per month. **Cuts to State Library budget:** Lorena is working on letters to state legislators. **State Annual Report:** Bruce George is preparing a report for the State Library and noted some changes to their requirements for eligibility for annual state aid grants. **Board of Finance:** Bruce will be asking to make a presentation to the board of Finance on Health insurance at the November Finance meeting. **Workshop:** Purposeful Boards Workshop will take place on September 12<sup>th</sup> and Michael Enders, Ron Whitney, Lorena Venegas and 2 staff members will attend. **Services and Programming.** Cindy Gwiazda started a creative writing class that has been very successful and will continue into the fall. Fawn Gillespie will have a program on C. S. Lewis in September. Sasha Gardiner's summer children's program was also very successful, she started the program earlier this year and it seem to work in that she had a higher rate of participation. Sarah

Mallory's teen group is going well; they held a Job Skills workshop and a resume writing workshop. Bob Petrucelli and two speakers from the Chamber of Commerce made presentations which were very successful. The work being done has gotten the enthusiastic support of the Town's Attorney, Joe Zullo.

**Building: Old Community room:** Bruce George has received a proposal for a study and design for the old community room from Pfaff Architects. Bruce would like to do further research on this and will bring this item back at the September meeting. **Air Conditioning units:** The air conditioning units have not been working properly and the Town is working with Climate Control and George Ellis Co. to solve the problems.

8. **Committee Reports:** None

9. **Old Business: Employee Manual:** Bruce George has been reviewing section 4 of the employee's manual and has found several issues. There are several items that need to be coordinated with section 1. Bruce would like to add a section on the employee grievance process. Stephen Haddon questioned the Board's position on handling this type of matter and it was determined that the Board's By-laws do not allow the Board to deal with employee grievances, it was the responsibility of the Director. After a brief discussion the board agree to bring it's questions to the town Attorney. At the next meeting the board will discuss changing the board's by-laws and the employee's handbook. **Installation of Fiber Optic Cable:** This item will be discussed at the next board meeting.

**Additional Library Service:** Bruce George has been researching the cost and effects of opening the library on Sundays and having extra hours on Saturdays and Mondays. His research indicates that the best options would be to extend Saturday mornings through the summer and to have later hours on Mondays. After a brief discussion it was agreed that Bruce will do further study on this with the idea of increasing the library hours by 8 hours or less weekly. Bruce will bring this back to the board in September.

10. **New Business: Unique Management Services:** Bruce George presented a contract for services with Unique Management. This company will handle the delinquent accounts for patrons that do not return books. There will be a 90 day trial period. The cost will be approximately \$50.00 per month for 5 accounts per month. Funds from the Haganan distribution will be used. **Motion #2, see attached. Audio Sound System:** Due to the poor sound system presently in the DeMayo Community, Bruce has been looking into a new system. Audiotronics is the company he would like to sign a contract with. The cost of \$2,165.70 will come out of the Community Room Fund. They will put in a new PA system with two additional speakers. **Motion #3, see attached. Staff Training:** Bruce George would like to have more training for the staff on the circulation system in the fall. He is going to contact Bibliomation to see if they can do some in house training in small groups. He will bring this information to the next meeting. **Town Council Meeting:** Sasha Gardiner and a representative from Bibliomation will be going to the Oct 6<sup>th</sup> Town Council meeting. Bruce would like to have two Board members to be there for support only.

11. **Other:** Ronald Whitney is looking for fundraising ideas. He wanted to know about the fall festival and the opportunity to do something that day. The Friends

of the Library have a booth and they sell books and a raffle. Sylvia DePalma suggested the Library join with the Chamber of Commerce and the Historical Society who share a booth. She also suggested selling the leaves for the Tree of Knowledge. It was determined that it may be too late for this year's festival. Judy Celone suggested having a fundraiser for shredding paper. Ron will look into this.

**12. Adjournment:** Sylvia DePalma adjourned the meeting at 8:25 p.m. The meeting was adjourned until September 17, 2015.

**Respectfully Submitted**

**Lucille Huelin, Board Clerk**

### **Motions made at the August 20, 2015 meeting**

**Motion #1.** Ronald Whitney made a motion to accept the July minutes with the correction. Michael Enders seconded the motion. The motion carried.

**Motion #2.** Ronald Whitney made a motion to approve the contract with Unique Management Services, to be paid for with funds from the Hagaman Fund. Noah Cifarelli seconded the motion. The motion carried

**Motion #3.** Stephen Haddon made a motion to approve the contract with AudioTronics for a new PA system, to be paid for with funds from the DeMayo Community Room fund. Noah Cifarelli seconded the motion. The motion carried.