**EAST HAVEN PUBLIC LIBRARY INC**

**BOARD OF TRUSTEE MEETING MINUTES**

**MARCH 16, 2017**

**PRESENT:** Ronald Whitney, Michael Enders, Stephen Haddon, Sylvia DePalma, Maria Bracale

**ABSENT:** Carol Scussel, Katy Klarman, Josephine DiLungo, Lorena Venegas

**Also Present:** Bruce George -Library Director, Lucille Huelin-Board Clerk

1. **Called to Order:** The meeting was called to order by Ron Whitney at 7:00p.m.
2. **Approval of Minutes:** The minutes from the February meeting were reviewed, there was one correction. The meeting date was February 16th not the 26th. **Motion#1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:**

Received:

1. By East Haven Courier, article on Sarah Mallory, Person of the Week.
2. Robin Latta regarding a request for information on the asbestos in the old community room.
3. Friends of the Library, they sent a check for $1,050, a donation to the programming fund.
4. Minutes from the February meeting.
5. Letter to the editor of New Haven Register written by Chris Hemmingway.
6. Mayor’s Budget recommendation for 17-18.
7. Thomas Sworda, Bibliomation, regarding the ending of support for DSL Computer Connection.
8. Schedule of Town Council Budget hearings.

Sent:

1. Thank You note to Arlene Hackbarth for donation in memory of Sal. Trotta.
2. Note to Jean Trotta regarding Hackbarth Donation
3. Margaret Raccio, Purchasing, regarding bill for elevator repair.
4. Paul Rizza – Capital Improvement Budget Plan
5. Tom Newnan, CT State Library – regarding 2016-2017 BorrowIt CT monthly report Form.
6. Niranjan Mural, CT CEN – regarding end of free DSL connection
7. Stacy Gravino, Town Clerk – Board of Trustee By-Laws as requested.
8. Note to Robin Latta by Ron Whitney in regards to request for Asbestos information.
9. **Public Comment:** None
10. **Treasurer’s Report:** Michael Enders reviewed the finance statement for the month and everything is fine at this time. The Hagaman Fund was discussed, Bruce George has not hear back from Josephine Garofalo of the Bank of America. After a brief discussion it was decided that Ron Whitney would contact her, by letter. **Motion #2, see attached.**
11. **Director’s Report:**
12. Monthly Statistics were reviewed. Circulation was down, but wireless usage was up. Programs were very successful. Fewer programs but larger attendance over all. Cindy, Fawn, Sasha and Sarah are all continuing with many more events to come.
13. The new library procedures for new and renewal of cards will start in April.
14. Bruce George had a proposal from Pfaff Architects for an Elevator ADA Compliance Study. A study on the elevator is needed. The elevator needs to be replaced and made ADA Compliant at some time in the future. There was a brief discussion on what funds would be needed and where they would come from. This is a good project for the fundraising committee.
15. **Committee Reports**: None.
16. **Old Business**:
    1. Review and Revision of Employee Manual, Bruce George is still working on this. He met with Public Works and they did inspect the building and found that it is unsafe for the staff to be turning the lights on and off using the circuit panel. Public Works will be back to fix this.

Bruce now needs to meet with the fire department.

* 1. GiveGreater.org. Ron, Maria and Stephen had their first planning meeting and will have one every week to work on this project.
  2. The Library received the Mayor’s recommendation for the budget request for 2017-2018. The Budget remains as requested.
  3. Reconsideration of Library Materials Procedures/Form. Bruce George gave out a copy of the revised Materials Selection and Access Policy. The procedures form will be contained in this policy. It will be used for requests by patrons to have materials removed from the shelves. **Motion #3, see attached.**

1. **New Business:** Revised Library Strategic Plan. The former plan expired in February. Bruce George revised it because some of the goals had been met. The new plan will be for one year from April 2017 to April 2018. The plan will be reviewed and voted on at the next meeting.
2. **Other:** None
3. **Executive Session:** The regular meeting was adjourned so the board could go into an executive session on Personal Matters. The board adjourned at 8:16p.m. The regular meeting resumed at 8:20pm.
4. **Adjournment:** Ron Whitney adjourned the meeting at 8:20pm. The meeting is adjourned until April 20th.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

**Motions made at the March 16th meeting**

**Motion #1,** Sylvia DePalma made a motion to accept the minutes from the February meeting with the one correction. Michael Enders seconded the motion. The motion carried.

**Motion #2,**  Sylvia DePalma made a motion to accept the Treasurer’s Report as presented. Maria Bracale seconded the motion. The motion carried.

**Motion #3,** Stephen Haddon made a motion to approve the Revised Materials Selection and Access Policy as presented by Bruce George. Michael Enders seconded the motion. The motion carried.