

**EAST HAVEN PUBLIC LIBRARY INC  
BOARD OF TRUSTEE MEETING MINUTES  
JUNE 15, 2017**

**PRESENT:** Katy Klarman, Josephine DiLungo, Lorena Venegas, Stephen Haddon, Michael Enders

**ABSENT:** Ron Whitney, Sylvia DePalma, Carol Scussel, Maria Bracale

**ALSO PRESENT:** Bruce George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk

1. **Call to Order:** Katy Klarman called the meeting to order at 7:55 pm.
2. **Approval of Minutes:** The minutes from the May 18<sup>th</sup> meeting and the June 6<sup>th</sup> special meeting were review. **Motion #1 & #2, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin
  - Received From:**
    - a. CT Dept. of Labor: Letter regarding wage/occupational Titles Survey
    - b. ThyssenKrupp Elevator: Letter regarding Past Due Account of \$1,000.
    - c. Matt Reichin/ThyssenKrupp Elevator: Proposal to update elevator
    - d. Jackie Downing- Community Foundation – GiveGreater.org Final Tabulation.
    - e. Co-Chairs of Task Force on the Sustainability to Deliver It CT – updates regarding program
    - f. Carl DeMila – Bibliomation – update on Deliver IT CT
    - g. CT Asbestos Abatement LLC – Quote to encapsulate Lower Level of Library Bldg.
    - h. E. H. Courier – Matt Earls was Person of the Week.
    - i. Sal Brancati and Mayor Maturo – e-mail confirming the June 19<sup>th</sup> start date for the asbestos work by CT Asbestos Abate LLC
    - j. Matt Reichin- ThyssenKrupp – email stating that ThyssenKrupp would eliminate the \$1,000 charge, if the Library will stay with ThyssenKrupp for service on the elevator.
    - k. Paul Angelini – Kone Elevator – A Service contract proposal and Capital Improvement plan for the Elevator

**Sent To:**

- a. The Mayor and Sal Brancati – Confirming that the library would pay any additional cost.
- b. Secretary of State – Annual Business Filing – Cost of \$50.00
- c. Key Bank – Certification of Officers for the Library's Credit.
- d. State of CT Dept. of Labor – Occupational Employment Report.

5. **Public Comment:** None

6. **Treasurer's Report:** This is the last month for FY 16-17. The finances are where they should be for this period of time. Library has not yet heard from Josephine Garofalo on the Hagaman Fund. **Motion #3, see attached.**

7. **Director's Report:** **a.** Monthly Statistics: The May statistics were reviewed. Circulation is down 15% over last year. This could be because of the closing of the old community room. Programing remained the same. **b.** Elevator ADA Compliance Study. Pfaff Architects will present the study to the board at the August 17<sup>th</sup> meeting. **c.** Carol's garden: Carol's brother has been doing a fundraiser each year to raise funds to maintain the garden, due to illness this year he had to make some changes so with the help of the Library this year's fundraiser is a raffle with a prize of a pizza party. The fundraiser is not doing very well, so library is adding the ability for those who have overdue books to make a donation to the raffle. **d.** 3rd Quarter reports from departments are included in the packet.

8. **Committee Report:** Ron Whitney, Stephen Haddon and Katy Klarman met to discuss future ways to fund raise. Relaunching the leaf program, doing a legacy program, using the website better and more advertisement were some of the ideas, they will met again to set more definite plans.

9. **Old Business:** **a.** Employee Manual – Bruce George still working on the last section. **b.** ADP Time and Attendance Module – Bruce George spoke with the staff, there are no objections and Bruce will go ahead and implement the program.

10. **New Business:** **a.** There is an issue with an old bill for \$1000.00 from ThyssenKrupp that the town isn't going to pay because they don't think they should have been charged. The company was supposed to send an estimate first, instead they just did the repair. Bruce George has two proposals for the repair and update of the elevator. ThyssenKrupp will forgive the \$1000.00 charge if we stay with them. Bruce George has recommended going with ThyssenKrupp for one year and reevaluate at that time. **Motion #4 see attached.** **b.** Budget FY 16-17 - see Treasurer's Report. **c.** Registration drives will take place on a few Saturdays this summer.

11. **Other:** None
12. **Executive Session:** None
13. **Adjournment:** Katy Klarman adjourned the meeting at 8:45 pm. The meeting is adjourned until July 27<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*  
Lucille Huelin, Board Clerk

### **MOTIONS MADE AT THE JUNE 15<sup>TH</sup> MEETING**

**Motion # 1.** Stephen Haddon made a motion to accept the minutes from the May 18<sup>th</sup> meeting as presented. Lorena Venegas seconded the motion. The motion carried.

**Motion # 2.** Stephen Haddon made a motion to accept the minutes from the June 6<sup>th</sup> special meeting. Josephine DiLungo seconded the motion. The motion carried.

**Motion # 3.** Josephine DiLungo made a motion to accept the Treasurer's Report as presented. Lorena Venegas seconded the motion. The motion carried.

**Motion # 4.** Josephine DiLungo made a motion to approve the one year contract with ThyssenKrupp Elevator for service and repair of the Elevator. Stephen Haddon seconded the motion. The motion carried.