

**EAST HAVEN PUBLIC LIBRARY INC  
BOARD OF TRUSTEE MEETING MINUTES  
SEPTEMBER 21, 2017**

**PRESENT:** Ron Whitney, Josephine DiLungo, Carol Scussel, Lorena Venegas, Michael Enders, Stephen Haddon

**ABSENT:** Katy Klarman, Maria Bracale

**ALSO PRESENT:** Bruce George-Library Director, Judy Celone-Treasurer, Howie Blau – Secretary for the Friends of the Library, Lucille Huelin Board Clerk

1. **Call to order:** Ron Whitney called the meeting to order at 7:07pm.
2. **Approval of Minutes:** The minutes from the August meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin

**Received:**

- a. Donations from John and Bonnie Cacace – In memory of Jean Trotta
- b. The Friends of the Library for upcoming Library programs
- c. Letter of Resignation from Sylvia DePalma
- d. Letter from Regional Water Authority – regarding installation of new water meter.
- e. Donation from Arlene Hackbarth – In memory of Jean Trotta
- f. Recorded minutes from the August meeting
- g. CEN – Firm confirmation from Lighttower for Fiber Optic Cable
- h. Pfaff Architects – Final Report and Final Bill for Elevator ADA Compliance Study
- i. E-Rate Universal Services Admin. Corp. – Funding Decision Commitment Letter.

**Sent:**

- a. Thank you note to John and Bonnie Cacace for a donation in memory of Jean Trotta
  - b. CEN – Signed Admendment to the CEN Network Service Agreement
  - c. Helming and Co – Signed Letter of engagement to prepare 2016 form 990 tax returned
  - d. Allied Communications – signed 3 year service agreement for Cable/Modem Internet.
  - e. Maria Bernier – E-Rate Specialist CT State Library – Approval of the 2017 Grant Application for Fiber Optic Connection
  - f. Thank you note to Arlene Hackbarth for a donation in memory of Jean Trotta
  - g. Note to Cindy Trotta regarding list of donations made in memory of Jean Trotta
  - h. Note to David and Judith Grubb and Fred and Barbara Bowden regarding their donations to the Library
5. **Public Comment:** Howie Blau spoke briefly regarding the vacancy on the Library Board of Trustees
6. **Treasurer's Report:** Michael Enders reviewed the Treasurer's report. He noted several annual payments were made in August for Insurance HRA, Bibliomation and there were three payrolls in August. The Hagaman Fund was reviewed. Bruce George noted that Helming and Co would be here in November to discuss the Library's Tax return. Bruce suggested that Josephine Garafolo be invited also, to discuss the Hagaman Fund. Ron Whitney will contact her. It was also suggested by Stephen Haddon that an invitation go out to the Town Council members. **Motion #2, see attached.**
7. **Director's Report: Monthly Stats:** The monthly stats were reviewed. Bruce noted circulation was down for this month. The number of programs and attendance increased over last year. **Health Fair:** The Library will have a Health Fair on Saturday September 30, 2017. **Comcast:** The cable/moden with Comcast will not be going forward. **Association of Connecticut Library Boards:** The 2017 Trustee Leadership Conference will take place on Friday November 2017. Bruce George asked if anyone wanted to go to complete the application and return it to him. Ron Whitney spoke of the quality of the conference.
8. **Committee Report:** Stephen Haddon spoke briefly about doing some good public relations work for the library. He would like to see some advertisement of the fundraising that was done. Lorena Venegas will check with Community Foundation regarding their website and highlighting the Library. This will be discussed further.

9. **Old Business:**

- a. **Review of Employee Manual** – The Fire dept. will be at the library on Sept. 25<sup>th</sup> to run a fire drill and Bruce will complete the manual after that.
- b. **State Library/CEN Fiber Optic** – The e-rate funding was approved on September 15<sup>th</sup>. Bruce George will have the Children's Internet Protection Act policy for Library in October or November. The Library's application with the State Library for the 2017 grant was approved on September 18<sup>th</sup>.
- c. **Elevator ADA Compliance Study** – The final draft of the ADA Compliance Study from the Architect was presented. Bruce George reviewed the study and the costs. Stephen Haddon has some suggestion about reducing the cost and there was a discussion regarding the next steps and what needs to be done before the Library can apply for a state grant. Lorena Venegas suggested some type of retrospective for 2017 be done and it can feature some of the activities and actions that were taken by the Library this year. **Motion #3, see attached.**

10. **New Business:**

- a. **Update from the Friends of the Library:** Howie Blau spoke briefly about the Friends of the Library and what they are doing to bring in more members. He also asked that Bruce George and the Board ask if there is anything that the Friends can help the Library with.
- b. **Local Authors Policy:** The Library has created a Local Authors Policy for the purpose of setting guide lines for local authors who want to display and promote their works at the Library. **Motion #4, see attached.**
- c. **Sylvia DePalma's Resignation:** Due to a recent illness, Sylvia has resigned from the board. Howie Blau has sent in an application to the Mayor's office. Lucille Huelin will go to the Mayor's Office and confirm they received the application.

11. **Executive Session:** None

12. **Adjournment:** Ron Whitney adjourned the meeting at 8:25pm. The meeting was adjourned until October 19<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE SEPTEMBER 21, MEETING**

**MOTION #1** Michael Enders made a motion to accept the minutes as presented. Stephen Haddon seconded the motion. The motion carried.

**MOTION #2** Lorena Venegas made a motion to accept the Treasurer's report as presented. Ron Whitney seconded the motion. The motion carried.

**MOTION #3** Stephen Haddon made a motion to accept the Final Draft of the Elevator ADA Compliance Study. Lorena Venegas seconded the motion. The motion carried.

**MOTION #4** Ron Whitney made a motion to accept the Local Authors Policy as presented. Lorena Whitney seconded the motion. The motion carried.