

EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEES MEETING MINUTES
FEBRUARY 22, 2018

PRESENT: Ron Whitney, Michael Enders, Katy Klarman, Josephine DiLungo, Lorena Venegas

ABSENT: Carol Scussel, Maria Bracale, Stephen Haddon

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

1. **Call to Order:** Ron Whitney called the meeting to order at 7:02 pm.
2. **Approval of Minutes:** The January meeting minutes were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Read by Lucille Huelin

Received:

- a. Jolly Time Seniors – Donation in memory of Josephine Kiley
- b. Friends of the Library – Donation for programming
- c. Danielle Feeley, Benefits/Risk Manager, Town of East Haven – OSHA 300 Log and Summary of Work-Related Injuries and Illness Form for 2017.
- d. Jackie Downing, Community Foundation – Invitation to Library to be a part of a panel to discuss strategies in the Great Give 2017
- e. New Haven Register – Obituary of William DeMayo
- f. Minutes from January board meeting
- g. Letter of Resignation from Matt Earls
- h. Jennifer Higham, Chamber of Commerce – regarding cancellation of fundraiser in March

Sent:

- a. Thank you to Jolly Time Seniors for donation
- b. CEN –Signed Agreement for increasing the Library's bandwidth in FY 18-19.
- c. FY 2018-19 proposed budget submitted to Town
- d. Thank You notes to CEN, Bibliomation and CT State Library for work and help with installation of fiber optic cable.
- e. Letter to State Legislative Offices to ask for comment in press release regarding the high-speed internet cables.

5. Public Comment: None

6. Treasurer's Report: Michael Enders reviewed the financial statement for January. Nothing unusual in this month's statement. All accounts good. Also reviewed the Invested Funds accounts. All reports for January are good. **Motion #2, see attached.**

7. Director's Report: a. **Monthly Statistics:** Statistics were reviewed. Circulation and Internet usage were down. Three less programs, but 89 more in attendance. b. **Library Events:** on February 28, there will be a presentation by the author of a book on Switzerland's part in WWII. On March 13, Atty. Joe Zullo will speak on Sunshine Law and Freedom of Information, c. **High Speed Internet:** The High Speed internet was installed and is up and running. E-rate paper work will be complete in 3 to 4 weeks regarding filters on the computer for children. Frontier has been cancelled and equipment will be removed.

8. Committee Reports: Ron Whitney spoke briefly regarding an interview he set up with the Courier to promote the GreatGive Fundraiser coming up in May. He wanted the Board to make a few other suggestions for other fundraisers he might be able to talk about.

9. Old Business: a. **Employee Manual:** Section 5 of the manual, Safety in the Workplace was reviewed. **Motion #3, see attached.** Bruce George will put the entire manual together and present it at the next meeting. b. **State Library/CEN Fiber Optic Installation:** Fiber Optic High Speed Internet has been installed and is working. Bruce George presented a revised Internet Policy to include both wireless and internet usage. Due to copyright Infringement laws, the library needs to put into writing that they are not responsible for illegal downloading of materials. **Motion #4, see attached.** c. **Elevator ADA Compliance Study:** Ron Whitney spoke regarding a meeting that he and Bruce George had with Sal Brancati regarding the Elevator. They spoke about the capital improvement budget and state grants. Sal Brancati recommended Landmark Architects. Bruce George had two proposals for an ADA elevator Study, one from Landmark and one from Pfaff Architect. After a brief discussion the board decided to hear from Stephen Haddon before making a decision at the next meeting. d. **FY 2018-19 Budget:** The budget for 2018-19 was submitted to the Town. e. **Trustees Signing of Conflict of Interest Statement:** Bruce George needed to have Katy Klarman sign the statement.

10. New Business: a. **Election Committee:** Lorena Venegas and Stephen Haddon will be the committee and they will present a slate of Officers at the March meeting. b. **Approval of Revised Job Description for Head of Tech Services:** Bruce George revised the job description for this position to include website and circulation functions. This will be revisited at the March meeting.

11. Executive Session: The regular meeting was adjourned at 8:06 pm. So the Board could go into executive session. The executive session ended at 8:39pm. The regular meeting was resumed at 8:39 pm.

12. Adjournment: Ron Whitney adjourned the meeting at 8:40pm. The meeting was adjourned until March 15, 2018.

Respectfully submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE FEBRUARY 22ND MEETING

MOTION #1 Michael Enders made a motion to accept the minutes from the January meeting. Ron Whitney seconded the motion. The motion carried.

MOTION #2 Ron Whitney made a motion to accept the Treasurer's Report as presented. Josephine DiLungo seconded the motion. The motion carried.

MOTION #3 Ron Whitney made a motion to approve the revisions to Section 5 of the Employee's Manual. Michael Enders seconded the motion. The motion carried.

MOTION #4 Lorena Venegas made a motion to accept the revision of the Internet Policy as presented. Ron Whitney seconded the motion. The motion Carried.