

EAST HAVEN PUBLIC LIBRARY INC
BOARD OF TRUSTEES MEETING MINUTES
MAY 24, 2018

PRESENT: Ron Whitney, Katy Klarman, Michael Enders, Carol Scussel, Lorena Venegas, Christopher Brown, Stephen Haddon

ABSENT: Maria Bracale, Josephine DiLungo

ALSO PRESENT: Bruce George – Director, Judy Celone – Treasurer

ALSO ABSENT: 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 April meeting were reviewed. Bruce George requested that the minutes be amended to include a change to Darleen Hood's resignation date from April 20, 2018 to May 4, 2018 (Section 7 – item d). **Motion #1, see attached.**
3. **Special Agenda Items:** Two new part-time staff members attended the meeting and shared their background with the Board. Mr. Wahid Nabiz will be working as the Head of Technical Services Librarian. Mr. Cristian Astudillo will be working as the Library Technology Specialist. The Board welcomed both new staff members.

(2) Paul Pizzo, Architect (Landmark Architects, PC, Middletown, CT) gave a presentation on the feasibility study for a new elevator at the Hagaman Memorial Library. Mr. Pizzo reviewed six (6) schematic drawing renderings that showed exterior demolition, removal of old elevator and installation of new ADA-compliant elevator. The site plan showed the majority of the work to be done at the inside corner of the building facing the parking lot. To install a new elevator, contractors would use pre-existing elevator space, fill the pit and make a hallway. The elevator would have a front and back door to be accessible on 3 floors. The existing Community Room would lose 2 windows, while the main floor Large Print room would lose 1 window. A new, larger bathroom with changing table and vault room would be reinstalled. The overall budget for the project is over \$491k and includes a 15% contingency fee. There is uncertainty on the electrics and sanitary lines for bathroom and fiber optic cable that need to be ascertained once area is opened. These lines may need to be relocated.

Mr. Pizzo included an additional drawing that shows a sloped walkway on either side of main stairs in the front of the building to give persons easier access. This would create a flat front area for persons to directly walk into the library.

Mr. Pizzo let the Board know that there is a roof problem on the 3 levels of flat roof of the entire building. There is moisture present under the roof with little to no insulation present. A new roof is recommended. Approximate cost for a new roof is \$140-180k.

An audience member was present and did ask Mr. Pizzo questions on the schematic drawings. He wanted to know what size wheelchair would fit in the new elevator. Mr.

Pizzo responded that with board input, the elevator would be a standard ADA-compliant elevator. Stephen Haddon commented that the audience member's wheelchair was in fact used as the template to fit the elevator. An audience member asked the architect if the front sloped walkway would include railings. Mr. Pizzo responded that the drawing as shown does not include railings. The design shows a graded area that would be unobtrusive, blending with existing natural elements.

Michael Enders asked Mr. Pizzo whether the elevator has to be demolished before the new one is installed. Mr. Pizzo answered that all construction happens from outside and basement. The contractor schedule would be for 3-4 month, with no access to any elevator for patrons for 1 month.

Ron Whitney asked Mr. Pizzo what would be the aesthetic look from the outside of the building. Mr. Pizzo said he recommends keeping the existing limestone look as the existing building with a match on the brick and stone detailing.

Christopher Brown asked Mr. Pizzo if any windows can be added to the exterior facing wall of the elevator shaft. Mr. Pizzo said it was possible to save a window or 2, but not contained in current plans.

Katy Klarman asked Mr. Pizzo what would happen to outside staircase of the Community Room. Mr. Pizzo stated that the stairwell exit of the Community Room would remain the same with no changes.

Bruce George reminded the board that the Town Council has not approved capital budgets. He recommended that the board have a follow-up meeting with the town officials. The library needs the support to help complete the State Library Grant match application up to \$250k.

Board members also asked for specific size details of the elevator space and a review of estimated budget.

Bruce George recommended that Paul Pizzo include details on the longevity of the elevator as an investment, cost of maintenance for new elevator, and architectural costs in future report. Mr. Pizzo said that he would include. Bruce George recommended that the Board bring the roofing issue to town officials as part of the library's maintenance and capital improvement. An audience member also volunteered to advocate for the need of the ADA-compliant elevator, if needed.

4. **Correspondence:** The correspondence was read by Lorena Venegas.

Received Items:

- a. Minutes from April 19th meeting.
- b. Universal Administrative Services Corporation – E-rate funding for Annual Year 2018-19.
- c. Nicolson Associates, Ins. Insurance- Renewal of Directors & Officers Liability Policy from 5/11/18-5/11/2019.
- d. Town of East Haven – Approved/Final Budget by Town Council on 4/25/18.
- e. Community Foundation for Greater New Haven – Press Release from Great Give.
- f. Connecticut Dept. of Administrative Services-Bureau of Elevators – Invoice for Elevator License Renewal from July 2018-2010. Notification of elevator Code changes.

Sent Items:

- a. State Senator Len Fasano – Letter in support of CT Humanities Book Voyager Program.
- b. Rajarshree LLC DBA Corner Stop, East Haven, CT – Thank you donation letter in support of teen programming.
- c. Pranav LLC DBA Stop and Go Corner Shop, East Haven, CT – Thank you donation letter in support of teen programming.
- d. Connecticut Secretary of State – Annual Business Filing.
- e. Jolly Time Seniors, Madison, CT – Thank you letters for 2 donations for books.
- f. Judith Toohey, Community Development, ShopRite, Milford, CT – Letter requesting library card registration drive. It will be held July 14 from 10am-2pm.
- g. Suzanne Wilson and the Grand Representative Association of CT OES – Thank you donation letter in support of Teen Services' Coffee House Events. A new coffeemaker and juice mixer were donated.
- h. Sarah Mallory – Letter of Acceptance for Accepting full-time position as Teen Services and Young Adult Librarian.
- i. Chris Hemingway – Letter of Acceptance for Accepting full-time position as Circulation Librarian position.
- j. Darleen Hood – Letter regarding health insurance post retirement.

5. **Public Comment:** None.

5. **Treasurer's Report:** Michael Enders reviewed the Financial Statements for April, including Hagaman Fund Account Summary for April which is the year-end report for the Fund. **Motion #2, see attached.**

5. **Director's Report:** a. **Monthly Statistics – April 2018:** Bruce George reviewed the monthly statistics. April 2018 in comparison to April of 2017: circulation was up 9.5%, or 61 sessions; and there were 4 more library programs and 90 more people in attendance. b. **Project Updates:** From Darleen Hood's retirement there has been restructuring and the following will take place in the near future:

-Sarah Mallory will become the Full-time Teen Services and Young Adult Librarian. She will receive the health insurance that Darleen Hood received (single person HRA). Her start date is June 04. It will take 30 days for her to be put on health insurance once she starts June 04.

-Chris Hemingway will become the Circulation Librarian. Chris starts next week. In both cases their salaries were increased.

There will be other changes in personnel based upon the restructuring of personnel: Susan Longmire will take over Darleen Hood's technical services responsibilities. That will be 5 – 7 hours per week. Sara Gugletti's and Dedee Baker's (two P/T circulation clerks) will be adjusted. Two new P/T desk clerks just been hired. Abigail Ryan who is University of New Haven student with a double major in National Security and Criminal Justice; and Jadalynn Zepeda, who graduated from Wilbur Cross High School in 2016 and has worked in customer service positions, has been hired.

There will be some cross training starting. Sara Gugelletti will be learning what Susan Longmire so when she is not Sue is not there Sara can continue the work without interruptions.

Bruce George is in discussions with Eileen Curley, who has been a long time library employee, once full time and now part-time and has an MLS to be a staff facilitator in working on staff training and cross training. This will be separate from her work at the circulation desk duties and will be paid at a higher hourly rate.

Bruce George has had ongoing e-mail communication with Elizabeth DeMayo about framing the Obituary of William DeMayo a major donor to the DeMayo Room renovation. He has been working with Minuteman on the typographical and photographic elements and then framing has led to having a better photo of William DeMayo to work with and Elizabeth DeMayo is sending him a photo. In the communication he queried as to whether the estate might be able to open an endowment through the Community Foundation for the Room to be a vehicle for its ongoing support. There is also the DeMayo Room account the library has that could in and of itself serve the same purpose for a donation and an ongoing vehicle for maintaining the room. She indicated to me that all this is uncertain and she will review matters. Bruce George stated that the maintenance and upkeep (such as painting) of the DeMayo Room would be beneficial.

Bruce George handed out the Summer Reading Program brochure organized by Sascha Gardiner.

8. **Committee Reports:**

a. **Great Give:** Ron Whitney and Stephen Haddon gave an overview of the library's participation in the Community Foundation for Greater New Haven annual "Great Give" non-profit fundraising event. The total cost to the library was \$326.47 and included donation boxes, banner and lawn signs. This year, the library did advertising of the event via an article in the East Haven Courier. Along with online donations, there were in-house checks and cash received from library patrons visiting the library. There were also specific donations given for specific programming (such as Teen Services). An approximate \$2500 was collected during this year's campaign. Board members commented that this event was a success and that there is a learning curve.

9. **Old Business:**

a. **Review and Revision of the Employee Manual:** Bruce George is still working on this item. b. **Elevator ADA Compliance Study:** Discussed in Special Agenda Item above with Paul Pizzo. c. **Library's FY 2018-19 Budget Proposal to the Town of East Haven:** A copy of the now approved Library budget for FY 2018-19 was handed out to the Board. d. **Trustees Signing Conflict of Interest Statement for FY 2018:** Katy Klarman has not returned her signed statement. e. **Approval of Revised Job Description for Head of Technical Services:** Due to staffing changes that have just occurred the job description was altered. **Motion #3, see attached.** f. **Library Board Contribution to Darleen Hood's Staff Retirement Diner:** The Board approved to pay for the expenses at

the retirement dinner for Darleen Hood held at Sandpiper Restaurant in the amount of \$470.00. Board will also be sending a card and plant to Darleen Hood. **Motion #4, see attached.**

10. **New Business:**

a. IRS Form 990: The board approved Helming & Company P.C.'s proposal for completion of the library's 2017 (July 2017-June 2018) Federal Return of Organization Exempt From Income Tax/Form 990 in the amount of \$3,600. This form needs to be done for transparency and for the requirements by the Community Foundation for Greater New Haven. **Motion #5, see attached.** A second proposal by Helming & Company P.C. to write an Accounting Policies and Procedures Manual will be deferred till June board meeting pending review of budget. The purpose of the manual is to outline and detail the internal financial structure for the library in case any staff member (such as bookkeeper or Director) were unavailable. The library has never had such a manual, but it is recommended. **b. HSA Account:** The board approved a Health Savings Account (HSA) as a health insurance coverage option for library employees. The HSA benefits younger employees to save for their lifetime regardless of job status. The accounts are high-deductible, designed as a bank account and employee can contribute pre-tax dollars. Funds can be used for specific health purposes. There are IRS regulations that can limit access to employees. Bruce George will schedule a bank representative to visit library staff on June 13, 2018 to open accounts for those full-time employees that choose the HAS for health insurance. **Motion #6, see attached.** **c. Job Descriptions:** The board approved the job descriptions for Teen Services and Young Adult Librarian as well as Circulation Librarian. **Motion #7, see attached.**

11. **Executive Session:** The board adjourned the regular meeting to go into executive session to discuss personal issues. The board adjourned at 9:11pm. The Board resumed the regular meeting at 9:27pm.

12. **Adjournment:** Ron Whitney adjourned the meeting at 9:30pm. The meeting was adjourned until June 21st.

Respectfully Submitted,
Lorena Venegas,
Board Secretary

Motions made at the May 24th meeting

Motion #1 Carol Scusel made a motion to accept the minutes with noted edits from the April meeting as requested by Bruce George. Ron Whitney 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 Katy Klarman made a motion to accept the job description of Head of Technical Services as presented. Carol Scusel seconded the motion. The motion carried.

Motion #4 Ron Whitney made a motion to cover expenses of retirement dinner for Darleen Hood. Carol Scusel seconded the motion. The motion carried.

Motion #5 Lorena Venegas made a motion to accept the proposal to complete IRS Form 990 as presented. Katy Klarman seconded the motion. The motion carried.

Motion #6 Stephen Haddon made a motion to allow eligible employees access to HSA accounts as presented. Michael Enders seconded the motion. The motion carried.

Motion #7 Stephen Haddon made a motion to approve job description for Teen Services and Young Adult Librarian and Circulation Librarian as presented. Ron Whitney seconded the motion. The motion carried.