

**EAST HAVEN PUBLIC LIBRARY INC**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**AUGUST 16<sup>TH</sup>, 2018**

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

**ABSENT:** Maria Bracale, Katy Klarman

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

1. **Call to Order:** Ron Whitney call the meeting to order at 7:02 pm.
2. **Approval of Minutes:** Bruce George noted that under item #6 – Treasurer’s Report. Michael Enders was giving the report for May 2018 and this was not the last report for FY 17-18. **Motion #1, see attached.**
3. **Special Agenda Items:** None
4. **Correspondence:** Read by Lucille Huelin:

**Received From:**

- a. Two letters from CEN – June 25 & Aug. 9 –Regarding the Fiber Optic Cable and Equipment installment and iBoss Web filtering software
- b. Three letters from Community Foundation of Greater New Haven – July 2<sup>nd</sup> – regarding Library Community Foundation Profile, July 3<sup>rd</sup> – regarding having a Donation Day, July 31<sup>st</sup> - regarding Great Give Profile.
- c. Two letters from CLC – Regarding Grant Writing and Administration by CLC and Movie Licensing USA Public Performance Site License
- d. Minutes from June meeting
- e. E-rate USAC – Corrected Form 486 for FY 17-18
- f. ChemScope – Asbestos Test
- g. Tom Newman, CT State Library – Annual Public Library Survey for 17-18
- h. State of CT – Probate Court – Hagaman Trust Probate Review
- i. Sascha Gardiner, Children’s Librarian – 2018 Children’s Summer Reading Program

**Sent To:**

- a. E-Rate USAC – Form 486
- b. Mayor Maturo – Letter regarding the Flat Roof System Repairs
- c. Melanie Johnson – E. H Historical Society – Letter Declining Historical Society’s Request
- d. AA – Thank You note for Donation

- e. Letter of Hire to Isabella Poirier
  - f. Paul Rizza Finance Director – ADA Compliant Elevator
  - g. Letter of Hire to Jeremy Maldonado
  - h. Thank you letter to Jackie Curran, Village at Mariner’s Point – Donation
  - i. Thank you letter to Shoprite for permitting a Library Card Registration Drive.
  - j. Thank you for Donation to Jolly Time Seniors
  - k. U.S Dept. of Labor EFAST 2 Website – Form 5500 Short Form Annual Report
  - l. Thank You Letter to Corner Stop for Donation
  - m. Letter to Xerox Corp and ABS Xerox North Haven – Cancellation Notice for Photocopier Lease.
5. **Public Comment:** None
6. **Treasurer’s Report:** Michael Enders reviewed the Financial Statements for June 2018, which was the last report for FY 17-18, and the Invested Funds Report as of June 30, 2018. He also reviewed the Financial Statement for July which included the Hagaman Trust Account summary for July. **Motion #2, see attached.**
7. **Director’s Report:** **A. 1. Monthly Statistics:** Bruce George reviewed both the June and July monthly statistics reports. In June there was a slight decrease in circulation and in July there was a slight increase over the same period last year. **2. Department Responsibilities:** Bruce George is working with the staff and dept. heads reviewing jobs with in the Library and their responsibilities. **3. Registration Drive:** Bruce George reported that the registration drive held at Shoprite was a success and he is looking to have a table at the Fall Festival for registrations. **B. Project Updates:** **1.**The roof top HVAC was repaired by George Ellis, The library will pay the bill. **2.** The ceiling collapsed in Fawn’s Office. A maintenance company cleaned the area. Testing for asbestos was done, no danger. **3.** The Flat roof repairs will be looked at in FY 19-20. **4.** Bruce George discussed the overall condition of the library building and he would like to ask the Architect for a quote for a study on the whole building. Sections have already been done, such as the elevator. The Board agreed that Bruce should contact the architect for a quote. **5. CLC:** Bruce George had contacted CLC regarding Grant Writing and Administration. There was a brief discussion. The CLC is working on a policy and would like input of what type of grant writing the library was looking for.
8. **Committee Reports:** Great Give: Bruce George and Ron Whitney made the necessary updates to the Great Give profile for the library and submitted it.
9. **Old Business:**
- a. **Employee Manual:** Bruce George is working to put the entire manual together with a better layout of the sections. Bruce reviewed the change to clarify what leave is allowed during first six months and the ADP Time and Attendance. **Motion #3, see attached.**

- b. **ADA Study:** Paul Rizza has stated that the town won't fund a study, see further discussion in Director's report.
  - c. **Conflict of interest:** This issue has been settled.
  - d. **Helming & Co:** Bruce George asked to drop this item.
  - e. **HSA:** Katy Klarman had talked to Bruce George about adjusting the way the insurance was handled. Katy was not present, so this item will be tabled until next month.
  - f. **Cobra Health Payment:** This item will be tabled for now, the paperwork has not been completed yet.
  - g. **Flat Roof Repair:** See Director's Report.
10. **New Business:**
- a. **Library's FY 18-19 Budget:** The 18-19 budget was reviewed by Bruce George
  - b. **Video Produced for Library:** The Library can add a promotional video to the GreatGive profile. There was a brief discussion. Ron Whitney thought that getting Sarah Mallory and the high school students that take video classes would be a good idea. Christopher Brown and Carol Scussel both agreed that the high school students could do a video. Christopher Brown is going to contact the high school and talk to them about doing a video. Lorena Venegas suggested that they also contact E-TV to see if they could help.
  - c. **Donation Form:** Fawn Gillespie has created a Deed of Gift Form to deal with issues that could arise when a donation of a historical item is made to the Library. There was some discussion and a suggestion made by Lorena Venegas to add a date and the name of the person who accepted the donation. The word Disposal was changed to Transfer and Ron Whitney suggested that some wording be add to cover an item being donated with conditions. **Motion # 4, see attached.**
  - d. **Job Description:** The board approved the Job Description for the Staff Facilitator Librarian.
11. **Executive Session:** None
12. **Adjournment:** The meeting was adjourned at 8:22pm. Adjourned until Sept. 20<sup>th</sup>. **Motion #5, see attached.**

Respectfully Submitted

*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE AUGUST 16TH MEETING**

**Motion #1** A motion was made by Michael Enders to accept the minutes from June, with the correction. Carol Scussel seconded the motion. The motion carried.

**Motion #2** A motion was made by Ron Whitney to accept the June and July Treasurer's Report. Stephen Haddon seconded the motion. The motion carried.

**Motion #3** A motion was made by Stephen Haddon to approve the changes to the Employee Manual. Ron Whitney seconded the motion. The motion carried.

**Motion #4** A motion was made by Christopher Brown to accept the new Deed of Gift Form with the changes requested. Lorena Venegas seconded the motion. The motion carried.

**Motion #5** A motion was made by Christopher Brown to adjourn the meeting. The motion was seconded by Carol Scussel. The motion carried.