

**EAST HAVEN PUBLIC LIBRARY INC**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**SEPTEMBER 20, 2018**

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

**ABSENT:** Maria Bracale

**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 7:03pm.
2. **Approval of Minutes:** Minutes from August meeting reviewed. **Motion #1, see attached.**
3. **Special Agenda Items:** None
4. **Correspondence:** Read by Lucille Huelin as follows:  
**Received From:**
  - a. CT Dept. Administrative Services/Bureau of Elevators – regarding Elevator Certificate of Operation
  - b. Minutes from August meeting
  - c. Bank of America – Court of Probate – Hagaman Fund
  - d. Elizabeth DeMayo – Reimbursement for cost of William DeMayo framed obituary
  - e. Motion Picture Licensing Corp. – Public Performance License for showing Motion Pictures
  - f. State of CT, Court of Probate – Hagaman Fund
  - g. East Haven Chamber of Commerce – Letter affirming the Library’s 2018-2019 membership.
  - h. Insurance Service Center – Proof of Insurance for Photocopiers
  - i. LEAF Capital Funding LLC – Proof of Insurance for Photocopiers
  - j. East Haven Chamber of Commerce – Sarah Mallory, recipient of the Women of Excellence Award
  - k. Wentworth-DeAngelis Ins. – Certificate of Liability Insurance for Diversified Building Services

**Sent to:**

- a. Jennifer Keohane, - CT Library Consortium – e-mail on Grant Seeking and Administration by CLC
- b. Charlene Denny – Stop and Shop – email on Registration Drive in October
- c. Mayor Maturo, letter seeking a CT State Library Construction Grant in 2019.

- d. Melissa Wilcock – letter of Hire
  - e. Friends of Hagaman Memorial Library – Thank You note for donation
5. **Public Comments:** None
  6. **Treasurer's Report:** Michael Enders reviewed the monthly finance report. Expenditures exceeded revenue this month, due to there being three pay periods in this month. Hagaman Fund did well. There were some questions regarding the Hagaman fund and the monthly disbursements. The yearend disbursement has not been received yet. Bruce George suggested that a phone conference be set up with the Bank of America for the November meeting to discuss the Hagaman Fund. Bruce will contact Rebecca Bates who is the representative. **Motion #2, see attached.**
  7. **Director's Report:** Monthly Statistics: Bruce George reviewed the monthly statistics. Circulation was down over last year, downloads and online sessions were up. There were increases in programs. The staff reports for August were reviewed. The 3<sup>rd</sup> annual Health Fair will be held on Sept. 29<sup>th</sup>.
  8. **Committee Reports:** None
  9. **Old Business:** A. **Employee Manual:** Bruce George reviewed the changes made to the Welcome to Hagaman Memorial Library section in the beginning of the Handbook, Section 4 – Time Away from Work, subsection Sick. He made two forms of the revision and the board agreed to revision #2. **Motion #3, see attached.** B. **HSA:** Health Insurance option for Employees, Bruce will be looking at this again. C. **Cobra Health:** The paperwork was never completed for the extension coverage for a former employee. There was a brief discussion about how to get the extension coverage for the month of June 2018. Bruce will contact the town administration to discuss this matter. D. **Video Production:** Christopher Brown contacted the High School about having the Video and Communication class help make the video for the Great Give program in May. Chris Brown spoke to J. Miles who teaches the class. After a brief discussion it was decided that the East Haven High School Media Club would be asked to participate. A subcommittee was formed with Ron Whitney, Christopher Brown, and Carol Scussel from the board. Bruce George will speak with Sarah Mallory and Cindy Gwiada about being part of the committee and Christopher will speak to the Media Club about having someone from the club also participate.
  10. **New Business:** Approval CT State Library Letter of Agency for participation in the CLC for 2019-20. After a brief discussion a motion was made. **Motion #4, see attached.**
  11. **Executive Session:** None
  12. **Adjournment:** Ron Whitney adjourned the meeting at 8:03 pm. The meeting was adjourned until October 18<sup>th</sup>.

Respectfully Submitted

*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE SEPTEMBER 20<sup>TH</sup> MEETING**

**MOTION #1** A motion was made by Ron Whitney to accept the minutes from the August meeting as presented. Carol Scussel seconded the motion. The motion carried.

**MOTION #2** A motion was made by Josephine DiLungo to accept the Treasurer's Report as presented. Christopher Brown seconded the motion. The motion carried.

**MOTION #3** A motion was made by Katy Klarman to accept the changes recommended by Bruce George to the Employee Manual. Stephen Haddon seconded the motion. The motion carried.