

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 19, 2019**

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

ABSENT: Steve Robillard

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 7:06 pm.
2. **Approval of Minutes:** The minutes from the August meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:
Received from:
 - a. East Haven Courier – Photograph regard summer reading program
 - b. Minutes of the August 2019 meeting
 - c. AARP Tax Coordinator for Library’s Tax Clinic’s Statistics from 2018
 - d. Connecticut State Library – Letter of Agency for FY 2020-21 E-rate
 - e. Children’s Librarian – regarding Book Voyagers Grant through CT Humanities
 - f. Association of CT Library Boards- 2019 Trustee Leadership Conference**Sent to:**
 - a. Therapy Works – Thank you note for donation for Film Nights in 2019
 - b. New Haven Court System – regarding hours for Court Mandated Community Services hours
5. **Public Comment:** None
6. **Treasurer’s Report:** Michael Enders reviewed the Financial Statement for August and the Hagaman Fund report. Michael noted the one large expenditure for Bibliomation. The Hagaman Fund decreased due to the economy market conditions. **Motion #2, see attached.**

7. **Director's Report:** a. Monthly Statistics: Bruce George reviewed the monthly statistics, and the programs and events that happened in August. b. Wall Mounted Air Conditioning Units: Invoices for repairs - \$1,500 was submitted to the Town for payment. c. Library's water Main: Water in the library continues to be discolored the Reg. Water Authority has been called back 2 more time. Library Clock: The Rotary club had a dedication ceremony on August 24th. see new business regarding plaque for clock. d. Honeywell Energy Upgrades: Work has begun on the upgrades, some steam traps, temperature sensors and temperature control valves have been installed. New toilets were installed in 3 bathrooms and a computerized control center was set. More work to be done. e. Grants and town money for roof repairs: Bruce George met with Sal Brancati regarding this matter. The Capital Improvement budget includes \$70,000 for the work. Any other funds from the town must have a matching grant. Bruce spoke to Sal about the Huisling Foundation Grants. Bruce also spoke to Sal about the Honeywell upgrades and the Fire Alarm system.
8. **Committee Reports:** None
9. **Old Business:** a. Capital Improvement Budget: Discussed at last month's meeting. b. Fire Alarm Pull Stations: Alarms still not working, waiting on the town. c. Governance: Board continues to review the Aspen Institute Best Practices in CT Public Libraries. Sections 1.2 and 1.3. Start with 1.4 at the next meeting. d. Library Director's Annual Performance Review: Will be discussed in an Executive Session. e. Committee for Roof Repairs: This item has been dropped. f. Photocopier Lease: After some research Bruce George stated he would proceed with the previously approved lease by Prism.
10. **New Business:** a. Computer Lease for 12-1-19 to 11-30-22: The current lease for the computers is up at the end of November 2019. Bruce George presented two proposal from WB Mason and TBNG Consulting with three options. The lease will include 11 additional computers, 6 for the staff and 5 for the public. Bruce's recommendation to the Board was to go with WB Mason with their option #2. **Motion #3, see attached.** b. Approve Letter of Agency for CT Libraries Fiber Consortium for 20-21: Signed letter must be sent to State Library by 10-15-19 for the Library to keep membership in the Library Consortium for 2020-21. **Motion #4, see attached.** c. Donation Plaque for Clock: There will be a plaque placed on the Rotary Club Clock and Bruce George recommended that the Board purchase a line for \$250. After a brief discussion it was agreed to have the line say, Hagaman Trustees. **Motion #5, see attached.**

11. **Executive Session:** The regular meeting was adjourned at 8:03 to go into executive session. The executive session was in regards to the Library Director's Performance Review. The Board went into the Executive Session at 8:03 p.m. The Executive Session was adjourned at 8:36 pm. The regular board meeting resume at 8:36 pm.
12. **Adjournment:** Ron Whitney adjourned the meeting at 8:36 pm. The meeting was adjourned until October 17th, 2019.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT SEPTEMBER 19, 2019 MEETING

MOTION #1 A motion was made by Christopher Brown to accept the minutes from the August meeting. Lorena Venegas seconded the motion. The motion carried.

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

MOTION #3 A motion was made by Lorena Venegas to approve a new computer lease with WB Mason, Option #2 with option #1 as a backup at the Director's discretion, cost for 36 month contract to be approximately \$21,578 plus end of lease cost. Ron Whitney seconded the motion. The motion carried.

MOTION #4 A motion was made by Ron Whitney to approve \$250 for a name line on the plaque on the Rotary Club Clock. Christopher Brown seconded the motion. The motion carried.