

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 27, 2020**

**PRESENT:** Ron Whitney, Michael Enders, Stephen Haddon, Lorena Venegas, Mary Ann Rivera

**ABSENT:** Katy Klarman, Steve Robillard, Christopher Brown, Amy Derbacher

**ALSO PRESENT:** Bruce George-Library Director, Judy Celone-Treasurer, Lucille Huelin, Board Clerk, Samantha Parlato-Town Council Representative

1. **Call to Order:** Ron Whitney called the meeting to order at 7:10 pm.
2. **Approval of Minutes:** The minutes from the January 16<sup>th</sup> meeting were reviewed.  
**Motion #1 see attached.**
3. **Special Agenda Item:** Meeting with Thomas Edward and Melissa Morro was cancelled.
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:

**Received from:**

- a. A Library Employee: Proposal for library to become an International Sister Library
- b. Letter of Resignation from Part-Time employee
- c. Town of East Haven/Benefits/Risk Manager: Regarding OSHA 300A summary report for 2019
- d. Part/Time Employee: Thank you for 15 days of annual leave
- e. East Haven Town Attorney-Memo regarding filing of Injury Reports
- f. CLC regarding 2018-19 Annual Report
- g. East Haven Town Council – FY 20-21 Budget Hearing Schedule
- h. Kone Elevator – Regarding Maintenance Control Program
- i. Town of East Haven – e-mail from Director of Human Resources – regarding appointment of interim Finance Director
- j. Town of East Haven Finance Dept. – Budget workshop schedule

**Sent To:**

- a. East Haven Finance Dept. – FY 20 – 21 Budget Request.
  - b. East Haven Friends of the Library – Thank you note for Donations
  - c. A Library Patron – Thank you note for Donation
  - d. American Library Association Leadership Institute 2020 – Recommendations as part of a F/T Librarian application to attend the Institute in the summer of 2020
  - e. Library Staff – Emergency Contact List
5. **Public Comment:** None

6. **Treasurer's Report:** Michael Enders reviewed the Financial Statements for February 2020. No unusual activity. He also reviewed the Hagaman Fund which had a loss for the month due to economic issues. **Motion #2 see attached.**
7. **Director's Report:** Monthly Statistics: Bruce George reviewed the Monthly Statistics for January, which were down over same period last year. Bruce also reviewed the monthly reports from each department which highlighted the events that happened during the month. Project Updates: The DPW is still working on repairing the Front Steps.
8. **Committee Reports:** Ron Whitney spoke briefly on the Fundraiser committee meeting. The committee has discussed the need to raise funds for the elevator, and the Centennial program for the Library which will happen next year. The committee is Katy Klarman, Ron Whitney and Steven Haddon and Ron made a request for more Board members to participate.
9. **Old Business:**
  - a. **Capital Improvement Budget:** In regard to this budget Bruce George attended a State of CT Library workshop on grant applications. He reviewed the steps that must be taken to make an application and the types of grants available. He stated that there will be two other workshops on this subject and thought it would be good if other board members attended.
  - b. **Fire Alarm Stations:** Protec Security is now the Library's new Building Security and Fire Alarm System.
  - c. **Governance, Best Practices in CT Public Libraries:** The Board reviewed the last 3 sections in the Facilities part. That completed two sections, Bruce will present the third section at the next meeting.
  - d. **Photocopier Lease Add on:** The issue regarding scanning and printing the documents has been resolved.
  - e. **Computer Lease:** There were a few issues that came when working on the lease. Bruce made it clear what the issues were and that they have been settled. The first year's invoice for the lease has been received.
  - f. **Moving Bank Accounts:** Bruce George is going to do a comparison with several banks to see which one is best for the Library.
  - g. **Beneficiary of a Patron's estate.** The library is waiting to hear what type of settlement they will receive.
  - h. **FY20-21 Budget:** The 20-21 Budget has been submitted to the Town. The request is for a 2.3% increase over the 19-20 budget.
10. **New Business:**
  - a. **Forming Election Committee:** Lorena Venegas will be the nomination committee and she will come back to the March meeting with a list of Officers for the 20-21 year.
  - b. **Forming a Building Committee:** A building committee needs to be formed to oversee the renovations that will need to be done to the Library in the future. After a brief discussion it was decided that the first step must be a meeting with the Mayor and the town's administration to get guidance on what can be done for the Library.
  - c. **International Sister Library:** It was recommended by a Library employee to become an International Sister Library. There was a brief discussion on this issue and the Board approved going forward on this project. It was determined that Bruce and the employee would put together some cities in other countries and bring it back to the Board.
11. **Executive Session:** The regular meeting of the board was adjourned at 8:35 to go into an Executive Session to discuss the Library Director's Performance Evaluation. The regular board meeting was resumed at 9:00 pm.

**12. Adjournment:** The meeting was adjourned by Ron Whitney at 9:00 pm. The meeting was adjourned until March 19, 2020.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

**MOTIONS MADE AT THE FEBRUARY 27<sup>TH</sup> MEETING**

**MOTION #1** A motion was made by Michael Enders to accept the January minutes as presented. Ron Whitney seconded the motion. The motion carried.

**MOTION #2** A motion was made by Ron Whitney to accept the Treasurer's report as presented. Lorena Venegas seconded the motion. The motion carried.