

**EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEES MEETING MINUTES  
NOVEMBER 19, 2020**

**PRESENT:** Stephen Haddon, Michael Enders, Chris Brown, Amy Derbacher, Ron Whitney, Lorena Venegas, Steve Robillard

**ABSENT:** Katy Klarman, MaryAnn Rivera

**ALSO PRESENT:** Bruce George-Library Director, Judy Celone-Treasurer, Lucille Huelin-Board Clerk, Carl Helming CPA, Helming & Co, P.C.

Bruce George read a statement concerning the Governor's Executive order allowing WebEx meetings to be held during the Covid-19 Pandemic. He read the instructions on conduct during the meeting for both the Board Members and the Public. Bruce George added an item g, to New Business for the Holiday Staff party.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:07pm.
2. **Approval of Minutes:** The minutes from the October 15, 2020 meeting were reviewed. There was one correction, under New Business the date of December 18<sup>th</sup>, should have stated that it was the soft date for spending the grant and December 31<sup>st</sup> is the final date. **MOTION #1 see attached.**
3. **Special Agenda Item:** Presentation by Helming & Co. P.C. Carl Helming spoke about the Income Tax Form 990. He noted that the Library's income has increased, but that was due to the Payroll Protection Program and the fact that the Library was closed for months. He commended the Director and the Board for doing a wonderful job accounting for all the funds for the Library and for maintaining the programs and the building. Carl Helming also spoke briefly regarding the Payroll Protection Program and how it is working and the next steps to be taken by the Library to complete the application for forgiveness of the loan, mentioning that it is still a possibility that the application may not be necessary.
4. **Correspondence:** Lucille Huelin read the correspondence as follows:  
**Received From:**
  - a. Library Clerk – October 15<sup>th</sup> meeting minutes
  - b. Ct. State Comptroller – Everybody Learns Grant Funds.
  - c. CT State Library – Publicity Materials for the Everybody Leans Grant.
  - d. TIAA CREF – Information to Change Library's Agreement with TIAA due to the current financial climate.
  - e. Bank of America – Notification that the Paycheck Protection Program Forgiveness Application was available.

- f. CT. Library Association -Membership Renewal Letter for 2021 Giving Cost savings for being a member.
- g. CT. State Library's Website – Agenda for the November 23<sup>rd</sup> meeting of the CT. State Library's Board of Trustees. Library's grant application is on the agenda for approval.

**Sent to:**

- a. CT State Library-Budget sent for approval of the Everybody Learns Grant.
  - b. CT. State Representative- regarding the use of the DeMayo Room.
  - c. Thank you note for donation from patron.
5. **Public Comment:** None
  6. **Treasurer's Report:** Michael Enders reviewed the treasurer's report. The revenue for the month is high due to the Everybody Learns Grant of \$41,094.00 that was received. That money will be used to repair the HVAC units needed for the reopening of the Library. Both revenue and expenses for the month are lower due to the library being closed. Michael Enders also reviewed the Hagaman Fund. It is doing well given the economic issues. **MOTION #2 see attached.**
  7. **Director's Report:** **a. Monthly Statistics:** Bruce George reviewed the monthly statistics for October. Circulation is down and the electronic circulations are up. This is due to the library not being fully opened. The staff continues to create many virtual programs which are successful with many people viewing/attending each program. **b. Project Updates:** The DPW is working with George Ellis to repair the HVAC unit. Representatives from the Garland Company came in to look at the roof. There was damage to the roof during the last storm which will be fixed when the roof is repaired. They also found a clogged drain, the DPW cleared the drain. **c. AARP Tax Clinic:** AARP has contacted the Library regarding the 2021 tax season. There will be a meeting after Thanksgiving to discuss the clinic and the risk involved in having the clinic in the library.
  8. **Committee Reports:** **a. Executive Committee:** The committee discussed the items under New Business. **b. Building Committee:** The committee discussed the Everybody Learns Grant. The funds were received and the repairs on the HVAC unit are being worked on. Bruce George noted that the money should be spent by December 18<sup>th</sup> and no later than December 31<sup>st</sup>. Stephen Haddon will contact Charlie Coyle from DPW to get the repairs done. **c. Fundraising:** Ron Whitney reported that an update to the Library's profile must be given to the Community Foundation by December 15<sup>th</sup>. He is working on completing any changes that need to be made. Ron also spoke about a performance given at the library in which the singer had a song regarding the Library's History. He thought this would be good to add to the Library's Great Give report. Ron will talk with the performer. **d. Camarota Estate:** Katy Klarman is not present at this meeting so there is no report from her. Stephen Haddon did talk with her and she did get an agreement from Raymond James that needs to be reviewed and

signed. Bruce George will send it to all board members, and he thinks a Resolution needs to be created for the agreement. If a special meeting is needed to get this done, Stephen Haddon will let everyone know. He would prefer that this gets done before January so that the funds will be ready when it is time to invest them.

9. **Old Business:** a. **Capital Improvement Budget:** The construction grant has not been approved yet. The State Library Board will meet on November 23<sup>rd</sup>. b. **Library Closing:** The staff met on October 31<sup>st</sup> to discuss the virus status and what can be done to continue with reopening. Bruce George is looking in to having some shelving put up outside his office for patrons to be able to get books. c. **Paycheck Protection Program:** This was discussed under Special Agenda Item. d. **Amending By-Laws:** Tabled. e. **Library Van:** Tabled. f. **Everybody Learns Grant:** This was discussed under the Building Committee.
10. **New Business:** a. **Approval of Library Boards 2021 meeting schedule:** Attached. **MOTION #3 see attached.** B. **Approval of Library's Holiday closing schedule:** Attached. **MOTION #4 see attached.** c. **Approval to change library's TIAA CREF Retirement Agreement:** **MOTION #5 see attached.** d. **Installation of New Phone System:** Stephen Haddon wants to do some research and speak with the vendor before a new system is installed. After a brief discussion it was decided this item would be tabled until the January meeting. e. **Approval of cost for computer lab:** Due to Covid-19 the Demayo Community Room is now being used as a computer lab for the public. The cost to create this lab is \$794.81 and approval is needed to use the funds from the DeMayo Room fund. **MOTION #5 see attached.** f. **FY 2021-22 Budget:** Bruce George wanted to let the board know he will begin working on the 2021-2022 Budget due to the town at the beginning of February 2021. Bruce suggested to have the Building Committee work on the Capital Improvement Budget when the time comes. g. **Holiday Staff Party:** Lorena Venegas made a proposal to gift each staff a small bonus this year since the board will not be sponsoring a Christmas party due to the pandemic. After a brief discussion, the board agreed to a bonus of \$50.00 each in lieu of a Christmas party. **MOTION #6 see attached.**
11. **Other:** Ron Whitney attended a State Library seminar on having the Library Board evaluate itself every couple of years. Ron believes this would be beneficial for the Library and would like to discuss this idea in January. Lorena Venegas will be meeting with the Health Dept. soon to discuss programs with the Library and the Health Dept. to serve the community.
12. **Executive Session:** None
13. **Adjournment:** Stephen Haddon adjourned the meeting at 8:38pm. The meeting will be adjourned until January 21, 2021.

Respectfully Submitted:

*Lucille Huelin*

Lucille Huelin, Board Clerk

**MOTIONS MADE AT THE NOVEMBER 19, 2020 MEETING**

**MOTION #1** A motion was made by Michael Enders to accept the minute from the October meeting with one correction. The motion was seconded by Amy Derbacher. The motion carried.

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

**MOTION #3** A motion was made by Stephen Haddon to approve the 2021 Board of Trustees meeting schedule. The motion was seconded by Ron Whitney. The motion carried.

**MOTION #4** A motion was made by Stephen Haddon to approve the Library's 2021 Holiday closing schedule. The motion was seconded by Lorena Venegas. The motion carried.

**MOTION #5** A motion was made by Stephen Haddon to approve changes of the Library's agreement with TIAA-CREF Retirement Plan. The motion was seconded by Amy Derbacher. The motion carried.

**MOTION #6** A motion was made by Stephen Haddon to approve taking \$794.81 from the DeMayo Community Room fund to pay for the changes that needed to be made to the room to make it a temporary computer lab for public use. The motion was seconded by Ron Whitney. The motion carried.

**MOTION #7** A motion was made by Amy Derbacher to approve a \$50.00 bonus to be given to each staff member in leu of the board funding a Christmas Party. The motion was seconded by Lorena Venegas.