

2022 JUN 21 A 9:05

EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEE MEETING MINUTES  
JUNE 16, 2022

*Case Baiter*  
TOWN CLERK

**PRESENT;** Stephen Haddon, Christopher Brown, Ron Whitney, Lorena Venegas, Katy Klarman

**ABSENT;** Amy Derbacher, Kristen Schmanski, Kara Canney, Erika Santiago

**ALSO, PRESENT;** Bruce George, Library Director – Judy Celone, Library Treasurer – Fawn Gillespie – Jerry Gillespie – Lucille Huelin, Board Clerk

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:07 p.m.
2. **Approval of Minutes:** Minutes from the May meeting were reviewed. Bruce George noted on correction, under Correspondence, item b, should say Nationwide Security not Nationwide Ins. **Motion #1 see attached.**
3. **Special Agenda Item:** Resolution Honoring the work of Fawn Gillespie, Reference, Local History and Archival Librarian. Lorena Venegas read and presented Fawn with a resolution honoring her on her retirement after 22 years of service to the East Haven Public Library. Fawn worked at the library from August 21, 2000, to April 30, 2022. Her work for the library has been appreciated and she will be missed. **See Attachment.**
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows.  
**Received From:**
  - a. Bank of America, Letter regarding fund disbursement for FY 2022-2023
  - b. Letter from Nationwide, Regarding W-9 Form for A.J. Berman Fund.**Sent to:**
  - a. Thank you letters to Donors for 2022 GreatGive.
5. **Treasurer's Report:** Ron Whitney reviewed the library's Financial Statement. The fiscal year ends on June 30, 2022, and the library has remained within its budget and should be good at the end of this fiscal year. The Hagaman fund had a small loss in May, due to the current economic situation. May is the beginning of the fiscal year for the Hagaman Fund. There was no report on the Camarota Fund with Raymond James. **Motion #2 see attached.**
6. **Director's Report: Monthly Statistics;** Bruce George reviewed the monthly statistics. Circulation, Downloadable, Internet Usage has increased,

but is still below pre-covid activity. Public WI-FI usage continues to increase. Programs and other library activities are mostly in person now, summer reading program will be getting underway. The library staff continues to bring in new programs. **Website:** There has been a problem with accessing the Library's Website. Bruce and Christian Astudillo have both been working with CEN, Bibliomation and GoDaddy to fix the problem, it may be an intrusion protection problem on the website, and they are still working on a solution. **Building: HVAC:** George Ellis Co. was in the library for the seasonal inspection on the HVAC system. **Emergency Phone:** Bruce George has been working with Frontier, Kone Elevator and Tony Monaco to set up an emergency telephone in the Elevator. Everything is in place, just waiting for the phone to be installed. **Leaks:** The roof is still leaking over the Adult Fiction section when there are heavy downpours. This problem will be fixed when repairs are made to the roof, until then books have been moved from this section and the shelves have been covered. **Form 990:** The IRS is now charging a penalty for late filing of the 2020 Form 990 as well as the 2019 Form 990. Both forms were filed on time and there should be no late charge. Bruce George has given Helming & Co, power of attorney to work with the IRS to correct this issue. The IRS is back logged, and it could take months to fix this problem. **Hagaman Fund Disbursement:** The disbursement amount for the FY of May 2022 to April 2023 will be \$47,836 for the year, payments are made on a monthly basis. This amount is less than last year's due to the drop in market values.

7. **Committee Reports:**

- a. **Executive Committee:** No report given
- b. **Building Committee:** Jeremy Cogdill requested the board choose a color for the metal capping that will be put on as protection around the edge of the roof. This metal capping will replace the copper that is there now. After a brief discussion the board decided on Sea Mist as the color.  
**Motion # 3 see attached.**
- c. **Fundraising Committee:** Ron Whitney gave a summary of the 2022 GreatGive and noted that thank you letters were sent to donors.
- d. **Camarota Estate Committee:** Katy Klarman did not have a report for this month but did ask about making plans for a project using the funds in this account. Ron Whitney suggested using some funds for a new elevator and Bruce George suggested repairs to the front of the library. After a brief discussion it was agreed that this could wait until the roof repairs were finished.

8. **Old Business:**

- a. **Capital Improvements:** A contract for the work has been received and is being reviewed before signing. It could take a few weeks for the contract to be signed. Materials to be used for the repairs are being ordered. Construction should begin in July and the project should be finished in August.
  - b. **CARES ACT:** This is still being worked on. The town should be receiving a check in the amount of \$68,356. \$3,500 is being held by the library for incurred and pending costs. When the IRS issue of penalties for the Form 990 filings is settle, the town will be given the rest.
- 9. New Business:**
- a. **One year extension on Computer Lease:** Bruce George has gotten an estimate from Hewlett Packard for a one-year extension on the lease. This amount does not include service. Bibliomation gave a price for service on the computers for a year and Bruce thinks it is a good price, he will check with HP also for a price on service for the year. This item will be discussed further at the July meeting.
  - b. **Nationwide Security:** Nationwide is requiring the library to file a W-9 form showing tax exempt status, and a signed Non-Corporate Resolution. They also need an updated list of board members. **Motion #4 see attached.**
  - c. **Eliminating Library Overdue Book Fines:** Due to Covid, the fines for overdue books were temporarily eliminated at the start of the shutdown. The staff has made a request to permanently eliminate these fines. This could mean a loss of \$3,000 to \$5,000 per year to the library. After a brief discussion it was decided that Bruce would go back to the staff for more specific reasons for this proposal and this will be discussed further at the next meeting.
- 10. Executive Session:** The Stephen Haddon adjourned the regular meeting at 8:25 p.m. to go into an executive session to discuss a personnel matter. The executive session ended at 8:44 p.m. the regular session was resumed.
- 11. Adjournment:** Stephen Haddon adjourned the meeting at 8:44 p.m. The meeting was adjourned until July 28<sup>th</sup>.

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk

**Motions made at the June 16<sup>th</sup> meeting**

**Motion #1** Ron Whitney made a motion to accept the minutes from the June meeting with one correction. Christopher Brown seconded the motion. The motion carried.

**Motion #2** Lorena Venegas made a motion to approve the Treasurer's Report as presented. Christopher Brown seconded the motion. The motion carried.

**Motion #3** Stephen Haddon made a motion to approve the color of Sea Mist for the metal capping edging the roof. Christopher Brown seconded the motion. The motion carried.

**Motion #4** Ron Whitney made a motion to approve the Nationwide Security LLC Resolution. Katy Klarman seconded the motion. The motion carried.