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TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
FEBRUARY 15, 2014**

PRESENT: Amy Derbacher, Melissa Meagher, Katy Klarman, Christopher Brown, Kara Canney, Marissa Velazquez

ABSENT: Erika Santiago, Kristen Schimanski, Michele Kiley-Consentino

OTHERS PRESENT: Sarah Mallory-Director, Judy Celone-Library Treasurer, Bill Newman – Representative from Raymond James Associates, Lucille Huelin-Board Clerk

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:05 pm.
2. **Special Presentation:** Raymond James Associates – Bill Newman. Mr. Newman reviewed the Camarota Fund which Raymond James Associates is handling. The fund is doing well. There was a discussion on the current economic conditions and what they may look like in this current year. Bill Newman talked about interest rates, Bonds, CDs, and mutual funds and what might be best for the library. The board members had questions on investment plans. It was noted by Mr. Newman that only one board member was currently listed as a controller on the account there should be three. Amy Derbacher and Christopher Brown volunteered to be controllers on the account along with Katy Klarman.
3. **Approval of Minutes:** The minutes of the January meeting were reviewed. **Motion #1, A motion was made by Melissa Meagher to approve the minutes as presented. The motion was seconded by Marissa Velazquez. The motion passed, Amy Derbacher, Melissa Meagher, Katy Klarman and Christopher Brown voted to approve, Marissa Velazquez and Kara Canney abstained.**
4. **Public Comment:** None
5. **Correspondence:** Amy Derbacher noted the library received a \$250 grant from the Patricelli Family Foundation to be used to purchase new computers.
6. **Treasurer's Report:** The Treasurer's Report was in the packet given to the board members and it was reviewed, there were no questions.
7. **Director's Report:** Sarah Mallory reviewed the report. **a. Staffing:** The library has hired a new part-time custodian and an intern who will be here through the end of April. Sarah Mallory is in the process of updating employee records. **b. Building:** The DPW has been working in the library on maintenance problems. They replaced a circulator pump on the boiler, bleed the system in the Board Room because there no heat, replaced a lightbulb in the elevator and replaced the water line to the water cooler which was leaking. Kone was in the library to service the elevator, which was not lining up safely with the floor,

causing a tripping hazard, they were able to fix the problem. The button for the control panel in the DeMayo Room has been installed and is working well. **c. Partnership:** The library is working with the East Haven Adult Education and Family Resource Center. They will be holding monthly bilingual Storytimes and playgroups in the library. The first meeting in January was a success and they hope to expand the number of meetings per month by this summer.

8. **Committee Reports:** There were two committee meetings. **a. Fundraising Committee:** Amy Derbacher gave a summary of the meeting. Michele Kiley-Consentino and Kristen Schimanski are working on the GreatGive. Amy had two posters they will be sending out asking people to send them stories and memories they have of the library. Chris Brown noted the Hagaman name was not on the flyers, Amy will correct that. They would like to have the stories returned by April 1st. and they will post them for two weeks before the GreatGive. **b. Camarota Subcommittee:** The Subcommittee worked to create a mission statement for the Camarota Fund and discussed plans for future investing and accounting of the monies in the fund. The committee wants to protect the principal but still allow for growth of the fund in the long term. The subcommittee produced a list of short- and long-term goals. Amy Derbacher presented the board with the mission statement and the goals for review. A brief discussion was held, the board made one change to the statement. **Motion #2, A motion was made by Kara Canning to accept the mission statement with the change, along with the short- and long-term goals. The motion was seconded by Christopher Brown. The motion carried. See attached.**
9. **Old Business:** **a. GreatGive:** This item was discussed under Committee Reports. **b. Trolley Museum Partnership:** Sarah Mallory met with John Proto, from the Trolley Museum about placing a model trolley in the library to help bring awareness to the community about the museum. The issues discussed included, insurance of the model, maintenance, and seasonal display changes and information on display about the museum and trolleys in general. Marissa Velazquez suggested the library have a of display about the library in the museum. Sarah is still working on these plans with Mr. Proto and will bring this back to the board. **c. 2024-25 Budget:** The budget request was submitted. The total budget request is for \$944,036.00. This budget is a 2.7% increase over last year. Due to a decrease in dividends from the Hagaman fund over the last two years, the line item for books was increased. This would cover the cost of large print books, Hoopla e-books and books for vision impaired and learning-disabled patrons. The budget will be presented to the finance committee in March and the Town Council in April. The Capital Improvement Budget request was submitted also.
10. **New Business:** **a. Election Nomination Committee:** Amy Derbacher will be the nominating committee and she will present a slate of officers at the March meeting to be voted on.
11. **Other:** **a. Camarota Fund:** A discussion was held regarding the presentation that Bill Newman, from Raymond James Associates, had made. He presented recommendations for investing the funds. The subcommittee needs to meet to discuss long term investments and future projects for the library. **Motion #3, a motion was made by Kara Canning to accept the recommendations made by Raymond James Associates for investing the funds in bonds to mature in 2026 and 2027. The motion was seconded by Melissa Meagher. The motion carried.** **b. Form 990 tax return:** Sarah Mallory handed out copies of the 990-tax return to be reviewed by the board. Sarah will submit

the form to the IRS. **c. Hagaman Store:** Sarah Mallory would like to upgrade the library's public identity. She is working on a new logo and would like to change the colors on it, using teal and gold. Sarah would like the board to consider allowing tote bags, magnets, and other items, with the library's name and logo on them, to be sold by the library as a fundraiser. The board agreed that Sarah should begin to research this idea, putting together information about items and costs and bringing it back to the board. **d. AED:** Melissa Meagher asked about the status of the AED the board agreed to purchase in October. Amy Derbacher stated the library will be getting an AED, but they were trying to have one donated rather than purchasing one.

12. Adjournment: A motion was made by Kara Canney to adjourn the meeting. The motion was seconded by Melissa Meagher. The motion carried. Amy Derbacher adjourned the meeting at 9:09 pm. The meeting was adjourned until March 21st.

Respectfully Submitted,
Lucille Huelin
Lucille Huelin, Board Clerk