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**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEE MEETING MINUTES
AUGUST 18, 2022**

PRESENT: Stephen Haddon, Ron Whitney, Christopher Brown, Amy Derbacher, Kara Canney, Lorena Venegas, Kristen Schmanski

ABSENT: Katy Klarman, Erika Santiago

ALSO PRESENT: Bruce George, Library Director, - Susan Longmire, Library Employee - Lucille Huelin, Board Clerk

1. **CALL TO ORDER:** Stephen Haddon called the meeting to order at 7:05 p.m.
2. **Approval of Minutes:** The minutes from the June meeting were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Public Comment:** Susan Longmire spoke on the issue of permanently eliminating overdue book fines. The library staff is in favor of the elimination and Susan presented some information as to why. See Item D under Old Business.
5. **Correspondence:** Lucille Huelin read the correspondence as follows:
Received From:
 - a. CT State Library, Data Coordinator – Letter regarding 2021-22 borrowIT CT payment to the library.
 - b. Retired Library Employee – Thank you note.
 - c. Town of East Haven, Finance – Award Contract, Certificate of Liability Insurance and Performance Bond Contract for Silktown Roofing Inc.
 - d. Helming & Co. – Invoice for Accounting Services for FY 21-22.
 - e. Silktown Roofing Inc. – First Invoice for Roof Repairs, primarily roofing materials.
 - f. ACES – Certificate of Liability Insurance, for home bound delivery services.
 - g. Friends of Library – Donation for Sept. 28th concert.
 - h. Bibliomation – Return on Investment report for FY 21-22.
 - i. IRS – Acknowledgement of Form 990 issues.
 - j. CT State Library, E-Rate – Letter of Agency for library's participation in the CT Libraries Fiber Consortium for FY 23-24.
 - k. IRS – Letter regarding the error in assessing a penalty for a late filing of the 2019 Form 990. Filing was not late, and penalty fees are to be returned to the library.

Sent To:

- a. Town of East Haven, Finance – Employee Retention Credit of \$68,356 was sent to the finance office. The library is holding \$3,500.82 until Helming & Co. has resolved the issue with the IRS.
 - b. U.S. Labor Department: 2021 5500 Short Form Annual Return/Report of Small Employee Benefit Plan.
 - c. Nationwide Securities – Request for Taxpayer ID, Certification and Non-Corporate Resolution.
 - d. Kone Elevator – Emergency Elevator Communication Monitoring Service Form for Elevator Phone.
 - e. E-Rate – Form 486 Receipt of Service Confirmation and Children’s Internet Protection Act Certification Form.
 - f. Library Patrons – two thank you notes for donations.
 - g. Town of East Haven, - Purchase order Submission for Roof Repairs.
 - h. Friends of Library – Thank you note for donation.
 - i. Town of East Haven, Finance – Return of funds to town for close out of FY 21-22 Budget.
 - j. CT State Library – Construction Grant, Notice of Contract Award Form.
 - k. CT Commission on Human Rights – Notification of Award Form.
 - l. Silktown Roofing Inc. – Payment on Invoice for Roof Repairs.
 - m. CT State Library, E-Rate – Letter of Agency for participation in the CT Libraries Fiber Consortium for FY23-22.
 - n. New Library volunteers – Acknowledgment of two volunteers to start.
 - o. CT Pest Elimination – Service Agreement for Monthly Service.
6. **Treasurer’s Report:** Ron Whitney reviewed the financial statements for June and July. The 21-22 budget was closed out in July. There was approximately \$14,000 surplus, due to employee changes and salary adjustments. Funds were returned to the town. The new fiscal year started July 1st, with a ½ payment to Bibliomation, second payment to be made in August. Ron also reviewed the Hagaman Fund, and the Raymond James accounts. Both accounts had losses due to the current economic conditions. Ron noted that the funds, to be used for the roof repair, had been taken out of the AJ Berman Fund in July, a small balance remains in the fund. **Motion #2 see attached.**
7. **Director’s Report: Monthly Statistics:** Bruce George reviewed the monthly statistics for June and July. Circulation, Internet Access, Website viewing, Programs and Public WI-FI use continue to increase over the last two years, but are not back to pre-covid numbers, except for the Public WI-FI usage, which continues to grow. **Library Programs:** Bruce George reviewed each department report. The staff continues to work hard to create activities and bring in programs to bring patrons to the library and to provide services for all East Haven residents. **Website Problems:** The problem has been with some websites being blocked. Bibliomation worked through the issue and determined that GoDaddy was the problem and Bruce worked with GoDaddy and the issue has been resolved. **Building:** DPW has been around the building clearing the brushes and weeds that have grown up. The front of the building needed some landscaping work and that has been done. They also did some electrical work for the telephone connections. **HVAC Units:** There are ongoing issues with the Mitsubishi units not working properly. George Ellis Co. has been in the library several times since July, and it was determined that the outside condensers were dirty and needed to have leaves

and bushes cleared out from around the units. Also, rodents and mice are causing problems and damage to the units. It has been established that the units are just two old and either need to be rebuilt or replaced soon. **FY 21-22:** The budget for the 21-22 fiscal year was closed out in July. There was a small surplus which, was returned to the town. **IRS:** The IRS has acknowledged an error was made in assessing a penalty for the Form 990 from 2019. This penalty will be returned to the library, but it took months to correct the error and may take a few months more to get a refund.

8. **Committee Reports:** a) **Executive Committee:** The committee did meet and much of what was discussed is in the Director's Report: Main topic of discussion was on using Helming & Co. to help with the 23-22 budget report. b) **Building Committee:** There is no report. Stephen Haddon did report the start to the roof repairs is 2 to 3 weeks out. c) **Funding Committee:** No report. d) **Camarota Estate Subcommittee:** No report.
9. **Old Business:** a) **Capital Improvement:** The contract for roof repairs has been signed, everything is set to go, a start on the building is set for about 2 to 3 weeks from now. They will do the waterproofing of the bricks. The first payment to Silktown Inc. was sent in July. All other contracts and forms have been signed and submitted to the proper agencies. b) **Employee Retention Credit:** The library received the funds from this program and has sent a check to the town for \$68,356.00. The library will hold on to the remaining \$3,500.82 until the Helming & Co. have resolved the issue with the IRS, should there be any cost to the library. c) **One year lease extension on computers:** The current lease with Hewlett Packard will expired in December 2022. Bruce George would like to extend this lease for one year, so the new Director will not have to deal with this issue immediately. This would be a one-year lease extension and a one-year warranty extension. The total cost would be approximately \$7,539.00. **Motion #3 see attached.** d) **Elimination of Overdue Book Fines:** As stated under Public Comment, Susan Longmire gave a brief presentation in favor of eliminating these fines. There was a brief discussion in which Stephen Haddon asked questions and requested more information on type of fines and what is the revenue loss to the library. Chris Brown asked about the number of books not returned and how much was recovered for the cost of replacement books not returned. Kara Canney stated that most town libraries no longer collect these fines and find that more books are returned when no fine is involved. She also talked about how many of the books not returned are older books that are not used very much and can be replaced with a more current book that might be taken out more often. Bruce George will investigate the requests for more information. This issue will be discussed again at the next meeting.
10. **New Business:** a) **Helming & Co. Proposal/Engagement Letter:** Bruce George is asking the board to approve the Engagement letter for Helming & Co to complete the Form 990 to the IRS for Tax Exempt Organization for 2021. The cost of this would not exceed \$4,500.00 which would be \$200.00 more than last year. Bruce has suggested the board have Helming & Co. assist in the completion of the financial section of the State Library annual report. The cost would be an additional \$1,200.00. Having both these items managed by Helming & Co. would be beneficial to both the library and the new director. **Motion #4 see attached.** b) **Approve proposal from Helming & Co. to assist with Library's Budget for FY 2023-2024.** The executive committee requested a quote for doing this work from Helming & Co. to help the new director with the 23-34 budget. The new director will be starting the job at the same time as the budget process begins

and the board should not be involved in creating this budget. Having Helming & Co. help will be beneficial to the complete process as they are knowledgeable on our budget. The cost for this service will be \$6,300.00. **Motion #4 see attached.** c) **Proposed 23-24 Library Budget:** Bruce George prepared and presented a list of items usually covered in the annual budget. He wanted the board to be aware of any issues that might present itself when the budget was being prepared and how he has managed those issues in the past and how he thought they might be managed in the future. He also presented items that might be necessary to add to the capital improvement budget such as the HVAC units.

11. **Executive Session:** The regular session of the board meeting was adjourned at 8:50 p.m. by Stephen Haddon to go into an executive session regarding personnel matters. The executive session on personnel matters started at 8:50 p.m. and adjourned at 9:03 p.m. The regular session resumed at 9:03 p.m.
12. **Adjournment:** Stephen Haddon adjourned the meeting at 9:03 p.m. The meeting has been adjourned until September 15th.

Respectfully Submitted,
Lucille Huelin
Lucille Huelin, Board Clerk

Motions made at the August 2022 meeting

Motion #1 Stephen Haddon made a motion to accept the June minutes as presented. Christopher Brown seconded the motion. 5 votes for approval, 2 abstained. The motion carried.

Motion #2 Lorena Venegas made a motion to accept the Treasurer's Report as presented. Kara Canney seconded the motion. The motion carried.

Motion #3 Lorena Venegas made a motion to approve a one-year extension on the current Computer Lease and a one-year extension on the warranty. At a cost of \$7,539.00. Amy Derbacher seconded the motion. The motion carried.

Motion #4 Stephen Haddon made a motion to approve Items **a & b** together under new business. Approve Proposal/Engagement Letter by Helming & Co. to prepare Library's form 990 and to assist in the preparation of the financial section of the State Library's Annual Report. Approve proposal by Helming & Co. to assist in the preparation of the Library's Budget for the 23-24 fiscal year. The total cost to be \$12,000.00. Christopher Brown seconded the motion. The motion carried.