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TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEE SPECIAL MEETING MINUTES  
FEBRAURY 23, 2023**

**PRESENT:** Stephen Haddon, Amy Derbacher, Kara Canney, Christopher Brown, Melissa Meagher, Michele Kiley-Cosentino,

**ABSENT:** Erika Santiago, Kristen Schimanski, Katy Klarman

**ALSO, PRESNT:** Sarah Mallory- Library Director, Judy Celone – Library Treasurer, Lucille Huelin – Board Clerk

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:01 p.m, and welcomed the two new board members, Melissa Meagher and Michele Kiley-Cosentino.
2. **Approval of Minutes:** The minutes from the January meeting were reviewed. **Motion #1 see attached.**
3. **Special Agenda Item:** None
4. **Public Comment:** None
5. **Correspondence:** Sarah Mallory had one item for correspondence. A letter was received from the CT Department of Administrative Services. The Elevator was inspected in January 2023 and a violation regarding the emergency telephone was found. A tech from Kone Elevator Co. was called in and he found a problem with the battery. It has been corrected and the phone is working. If it happens again the battery may need to be replace.
6. **Treasurer's Report:** There was no report.

7. **Director's Report:** The Director's report had been sent to all board members to review. Sarah Mallory asked if there were any questions concerning the report, there were none. Stephen Haddon asked Sarah if she had met with Helming & Co. Sarah stated she had met with Michelle Bacha, and worked with her on the 23-24 Budget. Michelle has programs that the library does not have and she was able to research our accounts and their history to really update information. It was very helpful to have Helming & Co. to work with and Sarah would like to retain them again next year. The research done this year would not have to be done again for several years, so the time and cost would be much lower. Sarah noted the library meets with the Board of Finance on March 8<sup>th</sup> and asked if any board member would be able to attend. Amy Derbacher and Stephen Haddon will attend with her.
8. **Committee Reports:** No reports.
9. **Old Business:**
  - a. BOT Election of Officers – Amy Derbacher is working on a slate of Officers for the 23-24 year. The board needs a treasurer and a secretary. Sarah Mallory asked Stephen Haddon to explain to the new members what would be required of each position.
  - b. Roof Repairs: The roof repair project has been completed. The state sent the final reimbursement payment to the Town. The library is waiting for the town to transfer the funds to their account.
  - c. Library Credit Card: Ron Whitney has been removed as the manager of the credit card account and Sarah Mallory is now the manager. Should changes to the manager on the account be needed in the future, Sarah has a company profile form to use to make that change.
  - d. CEN Outdoor WI-FI: The State has a long list of libraries that need to have the outdoor wi-fi changed. The East Haven Library is on the list.
  - e. 23-24 Budget: The proposed budget was completed and submitted to the Town Finance Director on February 2, 2023. As stated in the Director's report the town budget process will be starting and the library's meeting with the Board of Finance will take place on March 8<sup>th</sup>, 2023.

f. Capital Improvement Plan: HVAC: Sarah Mallory presented the 5-year capital improvement plan to the board. Replacing the HVAC units is listed on the Capital Improvement Plan for the 23-24 fiscal year. The quote that George Ellis gave to Bruce George is for new Mitsubishi units, which the police and fire departments use. Sarah has asked for another quote for alternative brands of HVAC units, to see if there could be a cost savings and because of the many problems with the Mitsubishi units. George Ellis stated that the issues would not be a problem with newer Mitsubishi units. The quotes include fences around the units to keep dirt and debris out. COMPUTERS: The lease on the computers is up next year. Sarah Mallory will be adding this cost to the 5-year plan. She is considering a five-year replacement plan for purchase of new computers. Her idea is to reduce the number of computers, both for the public and the staff and to purchase computers instead of leasing. She would like to purchase two to three new computers each year on a rotating basis. Sarah is also looking to buy a few laptop computers to loan out and to use to teach software classes. Christopher Brown asked her to consider asking businesses and the community for donations of the laptops.

10. **New Business:**

a. Masks in the library: Sarah received a letter from East Shore Health Department regarding mask wearing. Due to the current COVID-19 situation the State Health Department is strongly recommending that mask be worn while in the library. The library currently has notices on all the entrance doors stating the requirements for masking in the library. These notices have been changed to reflect the Health Department's recommendations.

11. **Executive Session:** None

12. **Adjournment:** Stephen Haddon adjourned the meeting at 7:50 p.m. The meeting was adjourned until March 16<sup>th</sup>, 2023.

Respectfully Submitted,  
*Lucille Huelin*  
Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE FEBRUARY 2023 MEETING**

**MOTION #1** Christopher Brown made a motion to accept the January meeting minutes as presented. Amy Derbacher seconded the motion. The motion carried.