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Lisa Balter
TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEE SPECIAL MEETING MINUTES
SEPTEMBER 29, 2022**

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

ABSENT: Kristen Schimanski, Erika Santiago, Katy Klarman

PRESENT: Bruce George, Library Director – Judy Celone, Library Treasurer –
Lucille Huelin, Board Clerk

1. **CALL TO ORDER:** Stephen Haddon call the meeting to order at 7:04 pm.
2. **APPROVAL OF MINUTES:** The minutes from the August 2022 meeting were reviewed. Bruce George noted one correction. Under motion #4 the cost should say \$6,300, not \$12,000. **Motion #1 see attached.**
3. **SPECIAL AGENDA ITEM:** None
4. **PUBLIC COMMENT:** None
5. **CORRESPONDENCE:** Correspondence was read by Lucille Huelin as follows:

Received From:

- a. IRS – A refund check for the Employee Retention Credit.

Sent To:

- a. Helming and Co. – The Approval of the Board for Proposed Work to be done by Helming & Co.
- b. Silktown Roofing – Change Order for work on the Roof.
- c. Hewlett Packard – two letters were sent, The agreement for a one Year Extension on the Computer Lease and the Post Warranty Tech Support Order for the leased Computers.
- d. AA – Thank you note for a donation made to the library.
- e. Finance Director, Town of East Haven – Library's 5-year Capital Improvement Plan for 2022 to 2027.

Stephen Haddon added to the correspondence with a letter offering Sarah Mallory the position of Library Director. Sarah has accepted the offer and will start work on December 1, 2022.

6. **TREASURER'S REPORT:** Ron Whitney reviewed the library's monthly financial statement. The Budget is currently on target, nothing unusual to report. He reviewed the Haganan Fund, which had a loss due to the current economic situation. The Camarota Fund with Raymond James Associates is holding steady. Ron had a phone meeting with the representative from Bank of American for the Haganan Fund. He reviewed the Investment Portfolio for the library with the Board. If anyone has any questions, send them to Ron and he will contact the representative from the bank. **Motion #2 see attached.**
7. **Director's Report:** a) **Monthly Statistics:** Bruce George reviewed the monthly statistics, circulation of physical and downloadable continues to grow. The numbers are almost back to 2019 numbers which is pre-covid. Programs continue to grow and change, with in person and on-line viewing. Bruce also reviewed each dept. report, the staff continues to bring new and interesting programs to the library which are successful. b) **Project Updates:** a) **Library Credit Card:** The library has a credit card with Key Bank, used for operational purposes. This card is attached to Bruce George's personal account and since Bruce is leaving, the credit card needs to be changed by November 30th. The credit limit amount should be increased. b) **Photocopier:** Prism Office Solutions came to fix a broken paper tray on the staff copier, they replaced the tray at no cost. c) **HVAC Units:** George Ellis Co. has been in the building several times during September to check on problems with both the indoor units and the roof units. There will be a cost for the technicians from Mitsubishi and Honeywell that came to work on the systems. d) **Fire Exit Door:** The fire door was leaking during the last storm and the DPW brought in East Shore Glass and Builder's Hardware to fix problems with the fire door and the back public entrance. e) **DeMayo Room A/V System:** Bruce George has been researching a new A/V system for the DeMayo Community Room. He has received a quote from Diversified and is waiting on a quote from DNR Labs. Bruce will be meeting with Diversified to go over the quote and discuss the work to be done. Chris Brown asked about the worth of the old system and if there is any resale value on it.
8. **Committee Reports:**
 - a) **Executive Committee:** No Report, see Building Committee and Camarota Subcommittee for what was discussed.

b) **Building Committee:** Stephen Haddon gave a report on the work being done on the roof. The front of the building has been power washed and the bricks were sealed. On the upper roof, the flat roof has been completed and the second payment has been made. Work will be done on the slate roof replacing broken tiles and putting in an Ice/Snow barrier. The two chimneys will be cleaned, sealed, and capped. Work will also be done on the middle roof around the HVAC units. The cost of the project is underbudget. Due to the state grant for this project all the funds allocated must be used for the roof. Bruce George and Stephen Haddon are working with the contractor to do some work on the DeMayo Room gravel roof and on the 74-wing roof.

c) **Fundraising Committee:** No Report

d) **Camarota Subcommittee:** Since Katy Klarman was not present, Stephen Haddon gave a brief report. Some of the money market CDs, held with Raymond James have matured and need to be renewed or closed. \$50,000 earmarked for the roof repairs was withdrawn from the account and put in the library's General Fund. Stephen requested that Raymond James wait on doing anything with the CDs until the roof repairs are finished. Judy Celone will need to transfer the \$50,000 from the General Fund to the Building Fund. **Motion #3 see attached.**

9. **Old Business:** a) **Capital Improvement:** The library's five-year capital improvement plan, 2022 to 2027, was submitted to the town in February and was misplaced. Bruce George has resubmitted the plan to the town and has spoken to the Finance Director regarding the matter. b) **Employee Retention Credit:** There was an error by the IRS regarding non-filing of the Form 990 for 2019. The IRS had placed a penalty on the library and took the amount of the penalty out of the funds the library received for the Employee Retention Credit. Since the form 990 had been filed on time and there should not have been a penalty, the IRS has refunded \$1,619.68 back to the library. The total received for the Employee Retention Credit to the library was \$73,476. The library has retained \$3,500 of this money to cover the cost incurred in dealing with the IRS. c) **Elimination of Book Fines:** Kara Canney had sent an article regarding this issue to the Director. In her research she noted that 108 out of 169 town no longer have fines for late returns of book. Bruce George noted that the Executive Committee had decided to have the new Director manage this issue.

- 10. New Business: Employee Contribution to Health Insurance:** Bruce George wanted the Board to be aware of the contribution issue. The amount that each employee must contribute changes each year and all employees must be notified each year. This issue should be discussed annually. He did not think the amount should be included in the employee handbook, just the fact that there would be a contribution.
- 11. Executive Session: Personnel Matter:** The regular session of the Board meeting was adjourned at 8:09 pm., so the board could go into an executive session to discuss a personnel matter. The executive session ended at 8:21 pm., and the regular session was resumed at 8:21 pm.
- 12. Adjournment:** Stephen Haddon adjourned the meeting at 8:21 pm. The meeting was adjourned until October 20th.

Respectfully submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the September 29th meeting.

- Motion #1** Kara Canney made a motion to approve the minutes from the August meeting with the one correction. Ron Whitney 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** Kara Canney made a motion to approve the transfer of \$50,000, from the General Fund to the Building Fund. This money is to cover a portion of the cost of the roof repairs. The motion was seconded by Amy Derbacher. The motion carried.