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**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
SEPTEMBER 21, 2023**

PRESENT: Christopher Brown, Amy Derbacher, Stephen Haddon, Katy Klarman, Michele Kiley-Consentino, Kara Canney

ABSENT: Erica Santiago, Melissa Meagher, Kristen Schimanski, Lucille Huelin

OTHERS PRESENT: Sarah Mallory, Library Director – Judy Celone, Library Treasurer

1. **Call to order:** Amy Derbacher called the meeting to order at 7:05pm.
2. **Approval of Minutes:** August minutes were reviewed. **Motion #1 see attached.**
3. **Public Comment:** None
4. **Correspondence:** Sarah Mallory received notice that the Stop and Shop Community Bag Program in August raised \$116.00, and the library will be the recipient of those funds some time in November. The Association of CT Library Boards presented a webinar on Intellectual Freedom 101 in September. If anyone is interested in watching the recorded webinar, please contact Sarah.
5. **Treasurer's Report:** Financial Report were included in the packet for this meeting. Both bank accounts have been changed to reflect the new signees for the accounts. Nationwide and Raymond James still need to be completed.
6. **Director's Report:**
 - a. Building Updates:** Work on the outer wall of the DeMayo room will be done by DPW, they have not set a schedule yet to begin work.
 - b. Chimney Caps:** Sarah Mallory has discussed new chimney caps with Charlie Coyle and Rich from DPW. The caps are inexpensive, but getting to the chimney is not easy. Rich will get on the roof after the fall festival to evaluate the situation to see if it can be done using a cherry picker.
 - c. Fire Inspection:** On September 14, the fire inspector came in to do an overdue inspection. Some minor issues were found such as replacing emergency batteries in exit signs. A report was sent to DPW, and all issues will be addressed. The status is "certificate of approval recommended."
 - d. Cleaning of rooms:** both storage rooms have been cleaned out and reorganized. Work has been started on cleaning and reorganizing the custodian's closet. There was a lot of old, broken, and useless items stored there. More work needs to be done, but thanks to the help of the staff and community service volunteers a lot of progress has been made.
 - e. Brochures:** The new Haganan Happenings Brochure has been a great success. People have been coming in looking for the next brochure and to find out what is happening in the library.
 - f. Fall Festival:** This year the library participated in the fall festival, there were 8 staff members who worked a table giving out cookies, making crafts with children, giving out new

brochures and signing up 12 new library card holders. It was a very successful weekend and staff is looking forward to doing more next year. **g. Chamber of Commerce:** The Chamber of Commerce will be holding a nonprofit meet and greet on the Shoreline Greenway Trail on the 23rd. Three of the library staff will be there to represent the library and will hand out brochures, sign up new library cards holders and to do some crafts. The Chamber of Commerce will also be holding a scarecrow on the green contest. Kristen Schimanski and Michele Kiley-Consentino will create a scarecrow for the library. **h. Community Partnerships:** The library will be entering into two new partnerships, one with ETV, they will work with the library to film library programs, work on podcasts and more. The library will also be partnering with the Senior Center on creating a computer class at the senior center. **i. Surveys:** The library has been handing out surveys this summer to get more community involvement in library activities. There was an incentive of winning a \$25.00 gift card to a local restaurant if you completed a survey. The response was very good, this will help in creating new programs in the future.

7. **Committee Reports: Camarota Committee:** Raymond James will make a presentation at the October meeting and the committee will hold a meeting in November.
8. **Old Business: a. CT State Library Construction Grant Application:** The application was received by the state, a fire safety report was requested. We will have an answer in November. **b. Collection Development Policy:** This policy was accepted by the state, with one change. They want the material selection policy and the reconsideration form separated into two documents. This was done and they have both been uploaded to our website. Use the “About Us” drop down menu and click on Library Policies.
9. **New Business: a. Engaging Helming:** Helming & Co. has been the accounting firm for the library for the past few years. They have done our Form 990, Form 5500 and last year they were hired to work on the financial section of the annual state report and the town budget request. They have already completed the Form 5500 requested in July by Bruce George. The overall cost for completing this work is expected to be less than last year’s cost. Sarah Mallory requested the board approve hiring Helming & Co. to do this work. Sarah is waiting for an engagement letter from Helming & Co. **Motion #2 see attached.** **b. Holiday Schedule for 2024:** Sarah Mallory presented the holiday schedule for 2024. The library will start the Saturday openings for the winter one week later due to the fall festival schedule. **Motion #3 see attached.** **c. BOT meeting Schedule for 2024:** Sarah Mallory presented a schedule for meeting for 2024. **Motion #4 see attached.**
10. **Other: All Things Haganan Library Board:** This was a one sheet summary of what the Board of Trustees has done in September. Courtesy of Amy Derbacher.
11. **Adjournment:** Amy Derbacher adjourned the meeting at 7:38pm. The meeting adjourned was adjourned until October 19th, 2023. **Motion #5 see attached.**

Respectfully submitted,
Christopher Brown
Christopher Brown, Secretary of the Board

Motions made at the September 21st meeting.

Motion #1 A motion was made by Michele Kiley-Consentino to accept the minutes of the August meeting as presented. The motion was seconded by Kara Canney. Motion carried.

Motion #2 A motion was made by Stephen Haddon to engage Helming & Co. to complete the Form 990, work on the state report, the town budget request and Form 5500. Monies to cover this cost to come from the town budget, Auditing & Accounting services account, the accounting carryover account and from the general fund. The motion was seconded by Kara Canney. Motion carried.

Motion #3 A motion was made by Kara Canney to approve the library Holiday Schedule for 2024. The motion was seconded by Christopher Brown. Motion carried.

Motion #4 A motion was made by Michele Kiley-Consentino to approve the Board of Trustee meeting schedule for 2024. The motion was seconded by Katy Klarman. Motion carried.

Motion #5 A motion was made by Amy Derbacher to adjourn the meeting at 7:38 pm. The motion was seconded by Christopher Brown. Motion carried.