

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 19, 2015**

MEMBERS PRESENT

Sylvia DePalma
Noah Cifarelli
Stephen Haddon
Ron Whitney
Lorena Venegas
Michael Enders

MEMBERS ABSENT

Eileen DeMayo
Katy Klarman
Carol Scussel

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Lucille Huelin, Board Clerk
Carl Helming, CPA, Helming & Co.
Carolyn and Evelyn Rossick

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:06 pm.
2. **Approval of Minutes:** The minutes from the October meeting were reviewed. Sylvia DePalma had a correction on item #7 under Electrician: This last paragraph should also state, because the library is Incorporated and not a department of the town, the bidding process does not apply to the library. Bruce George also made a correction to item #10 under Funding for teen program. This section should also read, the Team Group program would require 6 hours per month for staff and the coffee house program would require 8 hours of staff per event and there will be two events. **Motion #1, see attached.**
3. **Special Agenda Item:** Carl Helming from Helming and Co. reviewed the Library's 2014-2015 tax return form 990, and the state of the library's finances. It took two years to regain the tax exempt status and we are all clear now. Carl explained that everything was good, but wanted to see the library end any year with a small surplus and not a deficit. The Board had some question on the return and some of the expense account. Carl Helming also suggested that some of the cash in the checking or savings accounts be put into an account that will earn interest even if it is for a small rate. Sylvia DePalma suggested the board look into this further and discuss opening a new account in January.
4. **Correspondence:** The correspondence list was read by Lucille Huelin. There were several items received by the library – a letter regarding the Probate Court Hearing on the Hagaman Fund, an article from the E. H. Courier on Chris Hemingway the person of the week, and an invoice from the CT Library Consortium on their membership dues. Several items were sent by the library, a letter to the Bank of America regarding a request from the Town Auditors, a letter to the Mayor regarding the HVAC system, cost and repairs, and three letters sent

regarding Pfaff Architect's ADA Compliant Elevator proposal, to the Mayor, Brian Savo, Chair of the ADA Commission and Sal Brancati, Director of Administration and Management.

5. **Public Comment:** Carolyn and Evelyn Rossick spoke about the Hearing Impaired Audio System in the Community Room, the last event they attended the equipment was not working and that is not acceptable. Bruce George stated that they system had not been working but had been repaired since that event. The Board agreed that this was a problem and addressed having enough employees trained in using the system so it could always be available to whom ever needed it. They also spoke briefly on the elevator problems and the board is aware that the elevator needs to be updated and is trying to fix this problem.
6. **Treasurer's Report:** The treasurer's report was reviewed. **Motion #2, see attached.**
7. **Director's Report: Monthly Statistics:** Circulation and Computer use were lower in October than last year. Wi Fi usage is up slightly and even though there were a few less programs over last year, attendance for all have gone up. A new program will be starting in January to introduce books and reading to younger children. **Project Updates:** Bibliomation and Mark Electric were in to review and assess work to be done before Frontier Communications can install the Fiber Optic Cabling. Bibliomation will be putting in a network rack and Mark Electric will be moving and installing a new patch panel. The Board needs to approve the quote from Mark Electric for this work. The money will be taken from the Telephone line item. **Motion #3, see attached. Annual Community Report:** Bruce George handed out a copy of the annual community report, he asked that any board member wishing to make a statement to contact him as he wants to put out a press notice with this report.
8. **Committee Report:** None
9. **Old Business:** **a) Employee Manual:** Bruce George reported that he has made changes to section two, he added a section on Attendance and Punctuality, and made some wording changes to the following sections: Recording your time, Payday, and Performance Reviews. He is working on Section 5 and will have more information at the January meeting. **b) Sunday Hours:** To be discussed in Executive session. **c) Approval of Staff Training:** Table this item until next meeting. **d) Directors and Officers Insurance:** The Town Attorney has said that the board members would come under the town's self-insurance policy for some things. The town does not have an errors and omissions policy and that the board should have its' own insurance. Sylvia DePalma will speak with Atty. Zullo regarding what type of insurance the board should have. **e) Approve Funding for Afterhours teen program:** Bruce George has asked the board to approve the funding of the Teen Coffee House Program, which will be two events next year. **Motion #4, see attached. f) Back of Building lighting:** Sylvia DePalma wanted an update on the request to get some lighting in the back of the building. Bruce has sent a request for more lighting and to have the timing schedule redone. He has not gotten an answer yet.
10. **New Business:** **a) 2016 Meeting Schedule:** Bruce George presented the schedule of meetings for 2016, there has been one change, the board will meet

on the 4th Thursday in July instead of the 3rd Thursday. Board approved **b) Holiday schedule:** Bruce George handed out the holiday schedule for 2016, board approved. **c) Library Staff Christmas Party:** The party will be held on December 14th at Pompeo's Restaurant. Bruce is asking for \$800.00 to cover this cost. **Motion #5, see attached.**

11. **Other:** Lorena Venegas asked about board members terms and renewal. It was stated that all board members have a three year term, renewal on February 1st of every year for three of the board members. In February of 2016, Noah Cifarelli, Eileen DeMayo and Katy Klarman will be up for renewal. Those members who wish to remain on the board should send a letter of intent to the Mayor's Office.
12. **Executive Session:** The board adjourned its' regular meeting to go into executive session on Personal matters. The board adjourned at 8:30 pm. The Board resumed its' regular meeting at 9: 20 pm.
13. **Adjournment:** Sylvia DePalma adjourned the meeting at 9:20 pm. The meeting was adjourned until January 21, 2016.

Respectfully Submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

Motions made at the November 19th, meeting

Motion #1 Noah Cifarelli made a motion to accept the October minutes with the corrections made. Michael Enders seconded the motion. The motion carried.

Motion #2 Michael Enders made a motion to accept the Treasurer's Report as presented. Noah Cifarelli seconded the motion. The motion carried.

Motion #3 Ron Whitney made a motion to approve the invoice for the work to be done by Mark Electric, funds to come from the telephone account. Lorena Venegas seconded the motion. The motion carried.

Motion #4 Lorena Venegas made a motion to approve funds for the Teen Coffee House Program. Stephen Haddon seconded the motion. The motion carried.

Motion #5 Stephen Haddon made the motion to approve the expense of \$800.00 to cover the cost of the Staff Christmas Party on December 14th. Lorena Venegas seconded the motion. The motion carried.