

EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 21, 2016

MEMBERS PRESENT

Ron Whitney
Noah Cifarelli
Lorena Venegas
Michael Enders
Sylvia DePalma
Katy Klarman

MEMBERS ABSENT

Eileen DeMayo
Stephen Haddon
Carol Scussel

ALSO PRESENT

Bruce George, Library Director
Judy Celone, Treasurer
Sharon J. Danosky
Matt Earls
Lucille Huelin, Board Clerk

1. **Call to Order:** Sylvia DePalma called the meeting to order at 7:10 pm.
2. **Approval of Minutes:** The minutes from the November 2015 meeting were reviewed. **Motion #1, see attached.**
3. **Special Agenda Item:** Sharon Danosky, consultant for charitable organizations through the Community Foundation for Greater New Haven. Sharon gave a presentation on Fundraising for non-profit organizations like the library. It was an excellent presentation. The board members will hold a meeting to discuss the presentation and Sharon offered to do one more conference call after their meeting. Bruce George introduced Matt Earls, the new part-time Head of Technical Services for the library.
4. **Correspondence:** The library received two letters in support of an elevator feasibility study, one from Sal Brancati, Director of Administration and Management and James Basset Director of the Town Building Department. There was an article from the New Haven Register, regarding the 1-man Christmas Carol show at the library. A letter of retirement from Celeste Krahl. An article from the East Haven Courier regarding the Year in Review 2015. A letter from CT Labor Dept. regarding unemployment payments to the state. A letter from Tom Newman, CT State Library, regarding 2016 state aid and a letter from Atty. Joseph Zullo regarding the Liability Insurance for the Board of Trustees.
5. **Public Comment:** None
6. **Treasurer's Report:** The Financial Statements and the Town Report for November and December 2015 were reviewed also looked at was the Investment Funds report. **Motion #2, see attached.**
7. **Director's Report:** a) **Monthly Statistics:** The monthly statistics were reviewed by Bruce George. b) **Project Update:** The Fiber Optics cabling is almost

complete. The staff continues to bring in great programs and the attendance is still very strong for all of them.

8. **Committee Reports:** None
9. **Old Business:** a) **Employee Handbook:** Bruce has been working on section 6, some of the things in this section no longer are valid. The handbook has been reorganized. Bruce George will talk with Michael Enders and review the final handbook before bringing it to the board for approval. b) **Director and Officer Liability Insurance:** Katy Klarman has been working on this with Bruce George and they have narrowed it down to two companies. Katy had quotes to present to the board members. After a brief discussion it was agreed that the board should move forward on this, Katy will do a little more research and bring it back to the February meeting.
10. **New Business:** The proposed budget for 2016-2017 FY was presented to the board members. The board reviewed the budget and the budget will be sent to the Mayor by February 3rd, 2016.
11. **Other:** a) A nominating committee was picked to present a slate officers for the board for 2016-2017. The elections should take place in February. Lorena Venegas and Stephen Haddon will be the nominating committee. b) Ron Whitney reviewed the application that needs to be completed for giveGreater.org through the Community Foundation organization. There is a lot of detail that Ron doesn't have the answers to and would like the other board members to help. It was agreed that when the members meet to discuss the fundraising presentation that was made this evening, they would also complete this application.
12. **Executive Session:** The regular scheduled meeting was adjourned at 9:25pm for the board to go into an executive session on Personnel Matters. The regular meeting was resumed at 9:35 pm.
13. **Adjournment:** The meeting was adjourned at 9:35 pm. The meeting was adjourned until February 18th.

Respectfully submitted,
Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE ON JANUARY 21, 2016

Motion #1, A motion was made by Ron Whitney to accept the minutes as presented. Noah Cifarelli seconded the motion. The motion carried.

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