

**EAST HAVEN PUBLIC LIBRARY INC.  
BOARD OF TRUSTEES MEETING MINUTES  
JULY 23, 2020**

**PRESENT:** Stephen Haddon, Ron Whitney, Steve Robillard, Katy Klarman, Christopher Brown, Michael Enders, Amy Derbacher

**Absent:** Mary Ann Rivera, Lorena Venegas

**Also Present:** Brue George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk – Councilman Joe Deko

Bruce George read a statement concerning the Executive Order by the Governor, allowing WebEx meetings to be held due to the Covid-19 crisis. He read the instructions on conduct during the meetings for both the board members and the public.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:02 pm.
2. **Approval of Minutes:** Michael Enders had a correction on the June meeting minutes, #6 Treasurer's Report the financial reports reviewed were not for June, but for May 2020. Bruce George noted that the Hagaman Fund Distribution will be sent to the library monthly and \$41,513.00 is the total amount for the year and he also noted that the building committee includes Steve Robillard. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Correspondence was read by Lucille Huelin as follows:  
**Received from:**
  - a. Association of CT Library Boards – Summer 2020 Newsletter
  - b. GiveGab (GiveGreater.org) – Library's Profile was approved
  - c. Bibliomation – FY19-20 Benefits of Membership**Sent to:**
  - a. East Haven Chamber of Commerce – Thank you Letter
  - b. Old Stone Church – Thank you Letter
  - c. Two Donors – Thank you notes
  - d. Universal Services Administrative Corp.- Submission of Form 486
  - e. New Employee – Letter of Hire for part-time employee
5. **Public Comment:** Councilman Joe Deko spoke briefly about the Application for the State Library Construction Grant. The Mayor and the town council support the Library's effort with this application, and it will be presented at the next Town Council meeting on August 4<sup>th</sup>. The Town Council will be asked to authorize the Mayor to sign the application for the grant. The application needs to be submitted before September 1, 2020. The grant money will be used for roof repairs and asbestos removal.

6. **Treasurer's Report:** Michael Enders reviewed the June Financial Statements. The reports may look a little different due to The Payroll Protection Program funds and lower than normal expenses due to Covid-19 and the Library being closed. The Hagaman Fund is lower due to the current economic markets which are slow to recover. The 20-21 Budget also was reviewed and is about the same as the 19-20 budget. **Motion #2, see attached.**
7. **Director's Report:** Bruce George reviewed the Statistics for the month and the programs and events that each department is working on. The monthly statistics are limited due to the Library being closed. Each department continues to work on virtual and internet programs which have been successful.
8. **Committee Reports:**
  - Executive Committee:** Bruce George updated the committee on the Grant Application and the continued work being done to reopen the library.
  - Building Committee:** The committee reviewed the grant application line by line. The committee concluded that the building was owned by the Town and the application needed the Mayor's signature. A meeting was held with the Mayor, Amy Derbacher, Stephen Haddon, Bruce George, Michelle Benivegna and Attorney Michael Luzzi to discuss the matter. The Mayor is concerned that the project of the roof repair and the asbestos removal may be under funded. There was a brief discussion on how much the cost should be increased by, should there be a cost increase due to asbestos removal. Also discussed was how much more can the Library contribute to the construction project and where the funds would come from. The grant application will be presented to the Town Council on August 4<sup>th</sup> and they must give the Mayor the authorization to sign the grant application.
  - Fundraising Committee:** Ron Whitney spoke briefly regarding lists of donors from previous fundraisers and putting together one list on an excel spreadsheet. Steve Robillard will be working on putting this list together. This list will be used for fundraising for the Centennial event.
  - Camarota Estate Subcommittee:** Katy Klarman spoke about the meeting held with Raymond James representative Bill Newman. Chris Brown, Stephen Haddon, Ron Whitney, and Bruce George were part of the committee. The meeting reviewed what would investing with Raymond James look like and how to divide funds into investment and savings. It was a good presentation. The Board had a brief discussion on what was the next step. Katy Klarman will go back to Bill Newman with some questions the board has, and she will set up a second meeting.

9. **Old Business:** **a. Capital Improvement Budget:** See Treasurer's Report. **b. Closing of the Library:** The library is still in the second stage of reopening plans. The Library is still closed to the public. The curbside services have been working well and there is a need for this service. Barriers are being installed at the circulation desk, Bibliomation is working on strengthening the FI-WI, ventilation fans were installed in the lower level bathrooms, and Bruce is working on staff issues. **c. Paycheck Protection Program:** The funds have covered payroll and insurance costs and monthly adjustments have been made to the town. **d. Amending Bylaws:** Stephen Haddon has not completed this review and the item will be tabled until next month.
10. **New Business:** **a. Helming & Co.:** Helming & Co has presented a letter of engagement for preparing the 2019 Federal Income Tax Return – Form 990. The fee will be \$4,100.00 about \$200.00 more than last year. **Motion #3, see attached.** **b. FY20-21 Working Budget:** Bruce George has combined the revenues from the library and funds for and from the town, regarding the Payment Protection funds and has formed a final working budget There was an increase in the overall budget of about \$30,000 over last year and this is mostly due to salaries cost.
11. **Executive Session:** None
12. **Adjournment:** Stephen Haddon adjourned the meeting at 8:36pm. The meeting is adjourned until August 20<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE JULY 23<sup>RD</sup> MEETING**

**MOTION #1** A motion was made by Katy Klarman to accept the meetings minutes for June as presented with the three corrections. Michael Enders seconded the motion. The motion carried.

**MOTION #2** A motion was made by Stephen Haddon to accept the Treasurer's Report as presented. Christopher Brown seconded the motion. The motion carried.

**MOTION #3** A motion was made by Stephen Haddon to approve Bruce George to sign the letter of engagement for Helming & Co to do the Library's Tax return, form 990. Michael Enders seconded the motion. The motion carried.