EAST HAVEN PUBLIC LIBRARY INC

BOARD OF TRUSTEES MEETING MINUTES

MARCH 21, 2019

**PRESENT:** Ron Whitney, Michael Enders, Katy Klarman, Lorena Venegas, Steve Robillard

**ABSENT:** Stephen Haddon, Maria Bracale, Carol Scussel, Christopher Brown

**Also Present:** Bruce George, Library Director and Lucille Huelin, Board Clerk

1. **Call to Order:** Ron Whitney called the meeting to order at 7:24pm.
2. **Approval of Minutes:** Bruce George noted one correction on the January minutes. Under Old Business, item d, to make it clear that the ceiling tiles around the air vents in the building were cleaned and repaired. **Motion #1, see attached.**
3. **Special Agenda Item:** None
4. **Correspondence:** Reviewed as follows:

**Received:**

1. Jolly Time Seniors – In Memorial Donation
2. Minutes from January Meeting
3. Risk/Benefit Manager – Town of East Haven – 2018 OSHA Form 300- Summary of Work related Injuries
4. Dept. of Finance – Town of East Haven – FY 2019-2020 Budget Request
5. Town Council Budget Hearing Schedule
6. FY 2019-2020 Capital Improvement Budget and 5 year Plan

**Sent:**

1. Letter to new volunteer regarding start date
2. Submission of 2019-2020 budget to Dept. of Finance
3. CT State Library E-rate Specialist-Expenditure Report for Fiber to the Library Grant (2 letters sent)
4. Library Patron regarding a complaint
5. Town of East Haven – Utility Bills for Honeywell Energy Audit
6. ALA Leadership Institute – letter of recommendation for library employee’s application
7. Library Patron – Thank You for donation
8. Jolly Time Seniors – Thank you for donation
9. **Public Comment:** None
10. **Treasurer’s Report:** The Treasurer’s Report was reviewed by Michael Enders. Also reviewed the Hagaman Fund. There were no outstanding issues in this report. Michael also noted that the Finance Board has approved the Budget as it was presented. **Motion #2, see attached.**
11. **Director’s Report: a.** Bruce George reviewed the monthly statistics for both January and February, there was nothing outstanding to report. Bruce George talked briefly about each department noting special activities from each Department. **b.** Bruce gave an update on projects regarding the Library Building. There was a Fire drill in January and 3 pull stations were not working. Bruce spoke to Sal Brancati from the Town regarding the matter and they are waiting for the fire dept. to fix the stations. Steve Robillard, a new board member made the suggestion that we set a date by which these pull stations need to be fixed, as this is a safety issue. Bruce will speak to the town and fired dept. and bring this back to the board in April at which time the board will make a decision if the stations have not been repaired. **c.** Public works had been in the building to do several repairs to the building. Bruce George is requesting to use up to $1,800.00 to cover the cost of supplies for the repairs Public Works did. The cost will cover ceiling tiles, stair grips, blinds and parts for a toilet, etc. Public Works is not charging for the labor just the parts. There was a brief discussion. **Motion #3, see attached. d.** The East Haven Chamber will hold a Corn Hole Tournament on April 6th to benefit the Hagaman Memorial Library. There is still time to register if anyone is interested. **e.** The Library is having three programs on local authors. The first was held in March and was very successful, the next one will be on April 3rd and the last one in May.  **f.** The Rotary Club will be installing a Clock in honor of the Rotary Club’s 80th Anniversary.
12. **Committee Reports:** Ron Whitney spoke briefly regarding the upcoming GreatGive. There are about 5 weeks until the GreatGive takes place and the board will need to work on getting posters, and notifications out regarding this event. Lorena Venegas suggested contacting the East Haven Courier again and running an article Bruce and Ron will talk to Cindy about this. Steve Robillard volunteered to help with the website and he, Ron and Cindy will meet.
13. **Old Business: a.** FY 2019-2020 Budget Request – The budget was submitted to the Town and the Board of Finance has approved it as it was presented. **b.** Video for GreatGive – Finding someone to do the video was more difficult than anticipated so doing a video was put on hold for this year.
14. **New Business:** **a.** Election Committee: Lorena Venegas will be the committee and she will bring a slate of officers to the April meeting for a vote. **b.** Capital Improvement Budget and 5 Year Plan. The request for this budget was sent out and must be returned by April 3, 2019. Bruce George will review all costs and will make the repair/replacement of the roof a priority over the elevator project. **c.** Strategic Plan for April 2019-March 2020. Bruce George presented the revised plan, included in that plan is to assess/benchmark the Library’s operation as in the Aspen Institute’s Action Guide. Steve Robillard will read through this material and bring information back to the board in April.
15. **Other:** **a.** Ron Whitney spoke about information he gathered when he was at a workshop on governance and grants. Information pertains to the board members, their attendance and doing a self-review and a director evaluation annually. The Board will do a self-review in April. **b.** On March 14, & 15 there was an online discussion regarding the repair/replacement of a Xerox Copier. The members allowed Bruce George to go ahead and sign a contract with Prism for a replacement copier.
16. **Executive Session:** None
17. **Adjournment:** Ron Whitney adjourned the meeting at 8: 36 pm. The meeting was adjourned until April 18th.

Respectfully Submitted,

Lucille Huelin

Lucille Huelin, Board Clerk

**Motions made at the March 2019 meeting**

**Motion #1** A motion was made by Michael Enders to accept the March minutes with a correction. Katy Klarman seconded the motion. The motion carried.

**Motion #2** A motion was made by Ron Whitney to accept the Treasurer’s Report as presented. Lorena Venegas seconded the motion. The motion carried.

**Motion #3** A motion was made by Lorena Venegas to allow Bruce George to spend up to $1,800 to pay for equipment and material that was purchased by Public Works to make several repairs to the Library. Katy Klarman seconded the motion. The motion was carried.