

**EAST HAVEN PUBLIC LIBRARY INC.  
(HAGAMAN MEMORIAL LIBRARY)  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 17, 2020**

**PRESENT:** Stephen Haddon, Ron Whitney, Amy Derbacher, Lorena Venegas, Michael Enders, Christopher Brown

**ABSENT:** Katy Klarman, MaryAnn Rivera, Steve Robillard

**ALSO:** Bruce George, Library Director – Judy Celone, Treasurer – Lucille Huelin, Board Clerk

Bruce George read a statement concerning the Governor’s Executive order allowing WebEx meetings to be held due to the COVID-19 crisis. He read the instructions on conduct during the meeting for both the board members and the public.

Bruce George asked to have one item added to the New Business List – Approval of the State of CT Library Fiber Consortium Letter of Agency.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:04pm.
2. **Approval of Minutes:** The minutes from the August 20th meeting were reviewed.  
**Motion #1 see attached.**
3. **Special Agenda Items:** None
4. **Correspondence:** The correspondence was read by Lucille Huelin as follows:  
**Received From:**
  - a. A former Library employee – Thank you note to the Trustees for a gift sent due to the death of a family member
  - b. East Haven Police Dept. – Letter regarding security alarm going off too many times.
  - c. Note from Fawn Gillespie-Thank you note to board members for taking the time to listen and address the concerns of the staff regarding the reopening of the Library.**Sent to:**
  - a. Connecticut State Library, Construction Grant – submission of Grant Application
  - b. An e-mail to Gordon Rossi at Garland regarding the roof repair Grant Application.
5. **Public Comment:** None

6. **Treasurer's Report:** Michael Enders reviewed the report. Due to the continued shutdown of the Library this report is a little unusual. There was an operating surplus for this month even though expenses have been reduced and revenue has not been the same. Michael Enders also reviewed the Hagaman Fund. The fund balance is higher than it was due to the market increases. **Motion #2 see attached.**
7. **Director's Report: Monthly Statistics:** Bruce George reviewed the monthly Statistics. Overall circulation is down due to the closing of the Library. Online downloadable/streaming has increased as well as the WI-FI usage. The online programs continue to be successful. Each department continues to create virtual programs and to have online meetings with their groups. **Hagaman Fund:** The new Bank of America Portfolio Manager contacted Bruce George to introduce himself. His name is Tolu Akinrimisi and Bruce thought he was knowledgeable about the fund. He would be happy to meet with the board. **Camorata Estate:** The final disbursement has been received. Bruce George was contacted by Joseph Centofanti CPA, the auditor for the town. He had several questions regarding this donation. Bruce forwarded all the information that he requested also telling him that the board subcommittee is still working on how best to use the funds.
8. **Committee Reports:**
  - a. **Executive Committee: State Grant Application:** Stephen Haddon reviewed the minutes from this meeting. The construction grant was discussed, and it was determined that an addendum from the roofing consultant, Gordon Rossi, needed to be added to the original application. This addendum should break down the labor cost using the prevailing wage standards and should clarify the cost of making repairs to the slate roof versus the cost of replacing the slate roof. **Reopening of the Library:** Tentative plans were reviewed that covered how the library is to be used and hours of service. There will be announcements in the newspaper. See old business. **Paycheck Protection:** The next step will be to figure out the loan forgiveness part of the program. **Book Van:** Bruce George presented a proposal for starting a Book Van. After a lengthy discussion, the committee decided to bring it to the full board. See new business.
  - b. **Building Committee:** The grant application was submitted and received by the State. There are some adjustments to be made to the Building Program and Project Description section. Information needed was requested from Gordon Rossi in an e-mail and Bruce George will update the application when he receives the information. See old business.
  - c. **Camorata Committee:** Katy Klarman could not attend the meeting this evening so there is no report. Stephen Haddon stated that she was still working on setting up another meeting with Raymond James.
  - d. **Fundraising Committee:** Ron Whitney reported that Steve Robillard had finished combining all the data from other fundraisers the Library has had into one data base. Ron has not completed reading through it all and will have more to discuss at the next meeting.

9. **Old Business:**

- a. **Capital Improvement:** Most of this was covered under the Building Committee. Bruce reviewed the total cost of the repair. The cost is \$318,750, 50% of which must be local match. \$159,375.00 is 50% and the library has raised that amount through funds from the Town, the Library, and the Friends of the Library. The board needs to approve the revision of the Building Program and Project Description for the Emergency Repair of Roof Project. There are a few additions that need to be included in the application. The amendments to the application need to be submitted by Sept. 10, 2020. **Motion 3 see attached.**
- b. **Closing of the Library:** After meeting with the staff by WebEx on September 12. The staff approved of opening the computer lab in the DeMayo room and extend curbside services to the mornings on September 24<sup>th</sup>. The library will resume Saturday hours on September 26<sup>th</sup>. A press release was placed in the paper and on the Library's website. The board needs to approve the COVID-19 Control Plan for Public Services. **Motion #4 see attached.**
- c. **Payroll Protection Program:** The next step is to investigate the forgiveness application for this program. The Town Auditor had a couple of questions on whether the library had done this already.
- d. **Amending the By-Laws** – This item has been tabled for now.
- e. **Approval of Building Program and Project Description:** see item 9a under old business.

10. **New Business:**

- a. **Library Book Van:** Bruce George proposed the possibility of running a book van once a week for the East Haven Community. There was a discussion on this matter and the costs of Insurance, Liability, staffing, and routes were the main issues. Some of these questions need answers before they can move ahead and make a definite decision. Bruce George will try to gather some of this information and the board will continue to discuss the matter. If they decide to go ahead with this idea, they are looking to have it up and running in early spring of 2021.
- b. **Approval of CT. State Library Fiber Consortium Letter of Agency:** Bruce George stated that this letter was needed for the Library to continue to be part of this consortium. Being part of this group is cost effective for the Library and it is necessary for the E-Rate Application. This would be for the 21-22 FY. **Motion #5 see attached.**

11. **Executive Session:** None

12. **Adjournment:** Stephen Haddon adjourned the meeting at 8:07pm. The meeting was adjourned until October 15, 2020.

Respectfully Submitted,

*Lucille Huelin*

Lucille Huelin, Board Clerk

## **MOTIONS MADE AT THE SEPTEMBER 17, 2020 MEETING**

**MOTION #1** A motion was made by Christopher Brown to accept the minutes from the August meeting as presented. The motion was seconded by Ron Whitney. The motion carried.

**MOTION #2** A motion was made by Amy Derbacher to accept the Treasurer's report as presented. The motion was seconded by Christopher Brown. The motion carried.

**MOTION #3** A motion was made by Stephen Haddon to allow Bruce George to make and submit amendments, that he deems necessary, on the Building Program and Project Description, which is required as part 2 of the category 2 construction grant application. The amendments are to be submitted to the CT State Library. The motion was seconded by Lorena Venegas. The motion carried.

**MOTION #4** A motion was made by Stephen Haddon to accept the proposed COVID-19 Control Plan for Public Service, subject to revisions as needed without prior authorization. The motion was seconded by Ron Whitney. The motion carried.

**MOTION #5** A motion was made by Stephen Haddon to approve the Letter of Agency to the CT State Library Consortium. Lorena Venegas seconded the motion. The motion carried.