

**EAST HAVEN PUBLIC LIBRARY INC  
BOARD OF TRUSTEES MEETING MINUTES  
APRIL 18, 2019**

**PRESENT:** Ron Whitney, Michael Enders, Lorena Venegas, Steve Robillard, Stephen Haddon, Christopher Brown

**ABSENT:** Maria Bracale, Katy Klarman

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

1. **Call to Order:** Ron Whitney called the meeting to order at 7:05 pm.
2. **Approval of Minutes:** Minutes from the March 2019 meeting were reviewed.  
**Motion #1, see attached**
3. **Special Agenda Items:** None
4. **Correspondence:** Reviewed as follows:

**Received From:**

- a. John Mundt, Sterling Elevator – regarding code changes by State of CT
- b. Town of East Haven – 2019-2020 Budget
- c. Katherine Klarman regarding – Renewal of Director and Officers Insurance Policy renewal
- d. East Haven Chamber of Commerce – regarding Annual Dinner –May 16<sup>th</sup>, 2019.
- e. Bank of America – Annual Meeting
- f. Cintas – Annual Fire Extinguisher Check
- g. State of CT – Bureau of Boilers – Pressure Check
- h. Letter of Resignation – Teen Service and Young Adult Librarian
- i. Universal Service Administrative Co.- Quarterly E-rate Authorization Report

**Sent to:**

- a. Community Service Worker – community service hours
- b. Town of East Haven Finance Dept. – Capital Improvement Plans FY 2019-2020 and Five year Capital Plan – FY 2019-2020 to 2023 – 2024
- c. Therapy Works – Thank you for Donation
- d. Patron – Thank you for Donation
- e. Alcoholics Anonymous – Thank you for donation
- f. East Haven Chamber of Commerce – Thank you for donation

5. **Public Comment:** None
6. **Treasurer's Report:** Report reviewed by Michael Enders – no outstanding issues. Also reviewed the Hagaman Fund – No major changes. **Motion #2, see attached.**
7. **Director's Report:**
  - a. Monthly statistics were reviewed. Circulation down over same time last year. 8 more programs presented and 191 more people attended.
  - b. The library will be included in the Town's contract with Honeywell. That will help with the HVAC control center which is currently in the hands of the George Ellis Co.
  - c. The Directors and Officers Insurance renewal policy was received – the cost will be \$1,442.
  - d. The Chamber of Commerce will hold their annual Dinner on Tuesday May 16<sup>th</sup>. If anyone is interested please let Bruce George know.
8. **Committee Reports:** Ron Whitney gave a report on what has been done so far for the GreatGive. An Ad will be in the East Haven Courier at the end of April, The Banner will be place on the front lawn of the Library. Donation boxes have been place in the library and the website is all set for the GreatGive with the link button. Letters and e-mails will be going out. Ron Whitney will send out the list of the contest rules regarding donation times and prizes.
9. **Old Business:** **a.** FY 2019-2020 Budget Request was presented to the Town Council, there were no changes. The final approval will be on April 24<sup>th</sup>. **b.** Election of Officers: The nominations were from the floor, Stephen Haddon nominated the slate of officers currently in place. There were no objections. The slate is as follows:

Chairman – Ron Whitney  
Vice Chair – Katy Klarman  
Secretary – Lorena Venegas  
Treasurer – Michael Enders

As secretary Lorena Venegas cast the one vote to accept the slate as presented. Congratulations!

**c.** Capital Improvement Budget was presented to the Finance Dept. Sal Brancati has agreed to match up to \$70,000 if the library gets the State grant. The roof is priority on the capital improvement and the elevator is listed next. East Haven is considered a distressed community. **d.** Strategic Plan for April 2019-March 2020, Bruce George presented the Strategic Plan for review. Steve Robillard had questions regarding the order listed on the plan under, Section B, The board agreed to change the order. Bruce will redo the plan and present it next month. There also was a discussion on the assessment of the benchmarks of the Library's operation. Steve Robillard will continue to review the Aspen Institute's Report and come back to the Board with his report.

**e. Fire Alarm Pull Stations**

The Fire Dept. is working on this and will be in the Library on Monday April 22<sup>nd</sup>.

**f. Governance**, Ron Whitney suggested the board review the Governance benchmark regarding the operation of the Library Board. Section 3.1 was reviewed and there were some items that need improvement. Board Handbook, Director Evaluation and self-assessment are some of those items. There will be more discussion on this next month.

10. **New Business:** **a.** Elevator Study – Due to the changes made by the State of CT regarding the elevator codes, Kone Elevators is saying that upgrades to the elevator will cost approx. \$80,000. Bruce has talked to Sterling Elevator Consultants and would like them to do a study so the board will have more options regarding this matter. The cost will be \$1,275.00. **Motion #3, see attached.** **b.** Bank of America -Their annual meeting will be held in May and Bruce George received a proxy vote, Ron Whitney will send in the vote. **c.** Revision of Teen Service and Young Adult Librarian Job Description. Since the Teen Service Librarian has resigned and Bruce George is running an ad for a new Librarian he has made some changes to the job description. After a brief discussion the board agreed to the changes. **Motion #4, see attached.** **d.** until the Teen Service position is filled Bruce will appoint someone temporarily. **e.** Freedom of information policy. The library doesn't have a policy at this time, Bruce George will do some research on this issue and come back to the board.
11. **Executive Session:** None
12. **Adjournment:** Ron Whitney adjourned the meeting at 9:08 pm. The meeting was adjourned until May 16<sup>th</sup>.

Respectfully Submitted,  
*Lucille Huelin*

Lucille Huelin, Board Clerk

### **Motions made at the April 2019 meeting**

**Motion #1 A** motion was made by Christopher Brown to accept the minutes from the March meeting. Michael Enders seconded the motion. The motion carried.

**Motion #2 A** motion was made by Christopher Brown to accept the Treasurer's Report. Lorena Venegas seconded the motion. The motion carried.

**Motion #3 A** motion was made by Ron Whitney to have Bruce George hire Sterling Elevator Consulting to do a study on the elevator, the cost will be \$1,275.00. Stephen Haddon seconded the motion. The motion carried.

**Motion #4 A** motion was made by Lorena Venegas to approve the changes in the Teen Services and Young Adult Librarian job description. Michael Enders seconded the motion. The motion carried.