

**EAST HAVEN PUBLIC LIBRARY INC.
(HAGAMAN MEMORIAL LIBRARY)
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 20, 2020**

PRESENT: Katy Klarman, Ron Whitney, Stephen Haddon, Michael Enders, Amy Derbacher, Christopher Brown, Steven Robillard, Lorena Venegas

Please Note: Lorena Venegas was present by phone during the meeting, due to computer issues it was not known she was present until much later in the meeting, so her name was not called for votes.

ABSENT: Mary Ann Rivera

ALSO PRESENT: Bruce George-Library Director, Judy Celone-Treasurer, Council woman Samantha Parlato, Wahid Nabiz-Library Employee, Susan Longmire-Library Employee, Elaine Sammarco-Library Employee, Christopher Hemingway-Library Employee, Fawn Gillespie-Library Employee, Dedee Baker - Library employee, 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.

1. **Call to Order:** Stephen Haddon called the meeting to order at 7:03pm.
2. **Approval of Minutes:** The minutes from the July 23, meeting were reviewed. Bruce George noted an error in item #9 under section b. Closing the Library, the word WI-FI was stated backward. **Motion #1 see attached.**
3. **Special Agenda Item: The Safety and Re-opening Committee, recommendations:** The safety committee had presented the executive board with a list of recommendations to be considered before reopening the library to the public. Several of the library's employees spoke regarding this issue. Fawn Gillespie, Elaine Sammarco, and Dedee Baker were most concerned with the plexi-glass barriers not going around the entire circulation desks, both the adult desk and the children's desk. There was some discussion as to why only three sides were done and if a fourth side would create a problem for employees to get behind the desk. The fourth side would not be a problem and Bruce George will call the person who installed the barriers and have the fourth side completed. Another concern brought up by Chris Hemingway and Dedee Baker was what to do if a patron refused to wear a mask. Stephen Haddon and Bruce George agreed that the policy in place was you had to wear a mask, or you would be asked to leave the building. They agreed that enforcement could be difficult, putting signs outside on the lawn presented another set of problems, but signs would be posted on all entrances to the library stating no mask no service. If it should become a real problem with any patron, the staff should call the police dept. Katy Klarman asked about closing the library if a patron became a problem with not wearing a mask and it was agreed that having all patrons leave and

closing the doors was an option. Stephen Haddon then went through the entire list item by item and each concern was addressed. Bruce George has ordered disposable keyboard covers and Air filters have been put into place. The board will continue to review all concerns. Stephen Haddon asked all employees and board members to continue to ask questions and work on solutions that are best for everyone.

4. **Correspondence:** The correspondence was read by Lucille Huelin as follows:

Received from:

- a. P/T Library Employee: Resignation Letter – Tech Service Position
- b. Library minutes from July 23rd meeting.
- c. Medical Library Association – F/T Library Employee earned a Level 2 Consumer Health Information Specialization Certificate.
- d. GiveGab- the Library’s profile for the Community Foundation was accepted.
- e. CT State Library – E-rate Coordinator – Request to file Letter of Agency.

Sent to:

- a. P/T Library Employee appointed to Tech Service position
- b. Old Stone Church – Thank you note for face masks.
- c. Thank you note to donor for Miss Carolyn’s Memorial Garden
- d. Thank you notes to two other donors for Memorial donations.

5. **Public Comment:** None

6. **Treasurer’s Report:** Michael Enders reviewed the Financial Statement for the month of July. Due to unusual circumstances the report is a little different. The library was taking in less money and didn’t have many regular expenses due to the closure, but the town also was giving the library less of its’ budgeted funds because of the PPP funds that the library had received and the library had a large expense of the once a year payment to Bibliomation. The Hagan Investment Fund was also reviewed. The fund did well in July due to the economic market starting to come back. **Motion #2 see attached.**

7. **Director’s Report:** **a. Monthly Statistics:** Bruce George reviewed the monthly statistics. Due to the library being closed the physical circulation is down, but downloadable/streaming was up and no internet usage except for staff. The WI-FI was increased by Bibliomation and can be used outside in the front and the parking lot. **b. Programs:** The staff is doing a great job with the virtual programs. The different departments have had different programs held online and they have all been well received and attended. **c. Building Updates:** The new public WI-FI network on the outside of the building has been completed and it has a strong signal and is working well. New computer cabling and surge protectors have been installed in the DeMayo Room. This is where patrons will have limited access to computer usage once the library opens. Using this room will allow social distancing. Mask will be required, appointments for time slots will be made. There is a tentative opening date of September 14, 2020. The Public Works department was also in the building with a HVAC contractor that the Town has hired to oversee all town buildings.

8. Committee Reports:

- a. **Executive Committee:** Stephen Haddon spoke briefly about the executive committee meeting held on August 7th. They did discuss the reopening and safety committee recommendations which were discussed in item #3. The committee also reviewed the PPP program, the WI-FI installations, the HAVC contractor and the Bid and Grant Application
- b. **Fundraising Committee:** Ron Whitney spoke about the updated library profile for the GreatGive which has been completed. He also spoke briefly about the upcoming centennial celebration for the Library and has some concerns about fundraising for the event because the fall festival for the town has been cancelled. He would like suggestions from the board members on how to proceed. Ron Whitney stated that the GreatGive profile for the library has been put on Guide Star and he is trying to access that site.
- c. **Camarota Estate:** Katy Klarman spoke briefly regarding the donation to the library. She apologized for not setting up another committee meeting with Raymond James yet. She will be working on that. Katy did talk with Raymond James and has asked them to present plans for a 5-year ladder program with three options. A conservative option, a 50/50 option, and a more aggressive option. Some of the funds could be put in a CD so there would be funds available quickly if needed. Steve Robillard asked about the signing of the Probate Court paperwork and Bruce George has already signed and the court is waiting for the other recipients to sign. Katy will get back to the board with a meeting time.
- d. **Building Committee:** Stephen Haddon went over what had been discussed in the building committee. The bonding of \$70,000 in the 19-20 FY was approved, but additional funding proposed for the 20-21 FY was not. The town cannot provide any other funding for the roof repairs than what has already been agreed upon. Bruce George tried to up the grant request but could not do it. The Mayor has concerned that the project is underfunded. Bruce has had some discussion with Charlie Coyle from the DPW and the Landmark Architect, and the architect is supposed to get back to Bruce this week with updated figures for the work. Because the roof repairs can not wait and even though Stephen Haddon doesn't believe the intent of the Camarota donation was to help repair the building, the board doesn't really have any other options, but to use some of the fund from the Camarota Estate if needed. **Motion #3 see attached.**

9. **Old Business:** **a. Capital Improvement Budget:** This item was previously discussed. **b. Closing of Library:** This item was previously discussed. **c. Payroll Protection Program:** This item was previously discussed. **d. Amending By-Laws:** This item was tabled until next meeting. **e. 20-21 Budget:** This item was previously discussed.
10. **New Business:** **a. Approval of Building Program and Project Description:** Having the board approve this is a requirement of the Category 2 Connecticut State Library Construction Grant Application. This is the last piece of the application and with the Town Council Certification and other documents signed by the Mayor. This needs to be done so application can be in by September 1, 2020. **Motion #4 see attached.**
11. **Executive Session:** The Board adjourned the regular meeting at 9:01 pm to go into an executive session regarding Personnel Matters. **Motion #5 see attached.**
12. **Adjournment.** The Executive Session ended, and the regular meeting resumed at 9:27pm. Stephen Haddon adjourned the meeting at 9:27pm. The meeting was adjourned until September 17th.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE AUGUST 20TH MEETING

- MOTION #1** A motion was made by Michael Enders to accept the July 23, minutes with one correction. Katy Klarman seconded the motion. The motion passed with 6 in favor and one abstaining.
- MOTION #2** A motion was made by Christopher Brown to accept the Treasurer's Report as presented. The motion was seconded by Ron Whitney. The motion carried.
- MOTION #3** A motion was made by Stephen Haddon to have \$50,000 from the Camarota Estate be allocated for the Roof Repair Project. Ron Whitney seconded the motion. The motion carried.
- MOTION #4** A motion was made by Stephen Haddon to Approve the Building Program and Project Description as required by the Connecticut State Grant Application. Steve Robillard seconded the motion. The motion carried.
- MOTION #4** A motion was made by Stephen Haddon to move to Executive Session. Ron Whitney seconded the motion. The motion carried.