

**EAST HAVEN PUBLIC LIBRARY INC.
HAGAMAN MEMORIAL
BOARD OF TRUSTEE MEETING MINUTES
APRIL 15, 2021**

PRESENT: Stephen Haddon, Ron Whitney, Lorena Venegas, Kara Canney, Christopher Brown, Katy Klarman

ABSENT: MaryAnn Rivera, Steve Robillard, Amy Derbacher

ALSO PRESENT: Bruce George, Library Director – Judy Celone, Library Treasurer – Councilwoman Samantha Parlato – Jeremy Cogdill, Garland Co.

Bruce George read a statement concerning the Governor’s Executive Order allowing WebEx meetings to be held during the COVID-19 Pandemic. He reviewed 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 7:05pm.
2. **Approval of Minutes:** Bruce George had one correction in item 7. The Director’s Report regarding Everybody Learns Grant. The current WI-FI service is located on the parking lot side of the building as well as the front of the library. **Motion #1 see attached.**
3. **Special Agenda Item:** Jeremy Cogdill, representative from Garland Co. Garland Co. is a full-service Building Envelope Co. specializing in exterior problems in buildings. Jeremy Cogdill has been working with Bruce George and the town on the roof repair process as well as the contract and bidding documents. Jeremy gave a presentation regarding the steps that have already been taken and what are the next steps to be taken. Jeremy will oversee this project to make sure all is correct through the completion of the roof repairs. Stephen Haddon spoke about the construction grant and where is currently stands. The State Historic Preservation Office has approved the application and it now needs to go to the State Bonding Commission. Their meeting in April will take place tomorrow April 16th and the Library is not on that agenda, there is another meeting scheduled for April 30th. It is not known if the Library will be on that agenda. It could be May before it goes before the board. At that time if approved then Jeremy Cogdill can start the bid process, which could take one month to one- and one-half months to complete. Jeremy gave a summary of the three types of bidding that can take place and made his recommendation on which one he thinks will be best for the Library. It will be up to the board to make a final decision when the time comes. Jeremy also stated that the Garland Co. would be working with both the Library and the contractors and would be on the site each day of construction and would make daily reports back to Bruce.

4. **Correspondence:** Read by Lucille Huelin as follows:

Received From:

- a. Town of East Haven, Finance Dept. – Mayor’s Recommended Capital Improvement Requests.
- b. St. of CT. State Historic Preservation Office – Environmental review of Roof Repairs to the 1928 Section of the Library
- c. Minutes from the March Board meeting
- d. Ct. Association of Library Boards – Annual Membership confirmation.
- e. Ct. State Library – BorrowIt Reimbursement for 20-21.

Sent to:

- a. Ct. State Library by the Mayor’s office – Letter of Proof of Matching Funding by the Town of East Haven for the Library Construction Grant
- b. Thank you letters to 30 people for donations to the library in Memory of a patron.
- c. Universal Services Administration Corporation – FCC Form 471 for E-rate discounts
- d. US Census Bureau – 2021 Annual Survey of Public Employment and Payroll

5. **Public Comment:** None

6. **Treasurer’s Report:** Ron Whitney reviewed the Treasurer’s report for March. He reported that we are at 75% of the fiscal year and have used about 72% of the budget. We are where we should be with no unusual activity to report. He also reviewed the Haganan Fund. **Motion #2 see attached.**

7. **Director’s Report:** **a. Monthly Statistics:** Bruce George reviewed the monthly Statistics and the monthly reports by each department. Circulation is still down over last year but it has been a year since the library was closed due to the pandemic. Curbside services and online/virtual events and activities are still being run by the staff with much success. The Library will begin reopening to the public by appointment only on the lower level on April 19th. **b. Project Updates:** **a. Everybody Learns Grant:** Wi-Fi service by CT. Education Network will be installed on the back of the building and on the side of the building not currently covered. **c. Insurance:** The cost of the Director’s and Board of Trustee Insurance policy has increased by \$222.00. There was an exclusion added to the policy and two other exclusions were changed. Bruce has the policy, and it needs to be signed by Stephen Haddon. **d. American Rescue Plan Act:** This act by congress is providing more stimulus money. The CT State Library will receive the funds and grants will be available. Bruce George will apply for the funds and if granted the Library could receive \$3,000. Bruce will bring this back at the next meeting. **e. Tax Preparation:** Due to the extension for Federal Tax filing, AARP will continue tax preparation for residents one day a week through mid-May. **f. Wowbrary Program:** The library will use the Wowbrary Amazon Program. **g. Assessment:** The Town’s Assessor’s Office had reassessed the Library Building. Corrections were made to the address and square footage of the building. An assessment of \$1,850,000 was accepted.

- 8. Committee Reports:** The Executive and Building Committees did meet and all that was discussed will be in the New Business and Old Business sections. **a. Fundraising Committee:** Ron Whitney shared the slideshow which will be on the GreatGive Profile for the Library. The slideshow featured photos of the library from the first library to the present day and features a song written by Tom Callahan. Ron needs to make a few changes and corrections, but it will be ready to post by April 26th. Ron and Tom Callahan will work on a press release together. Ron also spoke about doing other advertising. He will be working with Cindy or Fawn to send out an e-mail blast to patrons and they hope to have a link included for the GreatGive. The East Haven Courier is planning on several articles about the Library's 100 Anniversary, the GreatGive and the reopening of the Library. Ron will try to reach Steve Robillard regarding the link to the library's web page for the GreatGive and Bruce George will talk with Cindy and Fawn about this also. This should be done by April 30th. The GreatGive will be held on May 4 & 5. **b. Camarota Estate:** Katy Klarman reported that the account profile was completed, and she will send it on to Bill Newman from Raymond James. The funds should be transferred to Raymond James by the May meeting. The board needs to have discussions on changing the bylaws to include this new account, to create a permanent subcommittee for the Camarota Estate and to discuss what expenses will come out of the account and what type of investments will be made.
- 9. Old Business:** **a. Capital Improvement Budget:** The request for funds for the elevator was denied by the Board of Finance. It has been indicated that members of the Town Council are interested in hearing about this request from the Library. Bruce George will be notified if a meeting is set to discuss the Library's Capital Improvement request. **b. Closing of Library:** On April 19th, the library will start the process for reopening. To start patrons will be allowed by appointment only into the lower level to browse through books. Each appointment will have a time limit and the number of patrons in the room at one time will also be limited. There will be a total of 31 hours a week for these appointments. Further steps are in the works so that in time the Library will be fully reopened to the public. The cost of the new bookshelves installed to help with this reopening cost \$475.00 more than expected. Bruce George asked the Board to approve taking an additional \$475.00 from the DeMayo fund to cover this expense. **Motion #3 see attached.** **c. PPP:** Bruce George is waiting on Bank of America for filing the loan forgiveness application. **d. Amending the Library's Bylaws:** This item will be moved to the Camarota Subcommittee. **e. Library Van:** This item will be removed. **f. Approve Installation of New Phone System:** This item will be tabled until the May meeting. **g. Library FY 21-22 Budget:** This item was completed and will be removed. **h. Acceptance of Raymond James as Fund Manager:** This item is complete and will be removed. **i. Assessment Tool for CT Library Boards:** Ron Whitney will complete the assessment. He will send copies to all board members. Any questions or concerns can be addressed at the May meeting.

- j. Approval of Annual HVAC Maintenance Contract:** Bruce George requested the board approve the full inspection and labor contract for \$7,600 for May 2021 to May 2022. The payment of \$7,600 will be split into two payments. **Motion #4 see attached.**
- 10. New Business:**
- a. Employee Retention Credit under CARES ACT:** Helming & Co. contacted Bruce George to notify him of this Coronavirus Aid, Relief and Economic Security (CARES) Act. This Act allows employers with a small amount of employees to apply for a tax credit per employee. This credit can be applied to future tax returns. Bruce asked the board to approve applying for this credit. **Motion #5 see attached.**
- b. Dissolve the A.J. Berman Memorial Fund:** Bruce George asked the board to approve dissolving this account and the funds are to be used for the Emergency Repair of the Roof Project. **Motion #6 see attached.** Since the some of the signers on this account are no longer on the board or are no longer officers of the board a resolution is needed to change the authorized signers on this account before it can be dissolved. See the attached Resolution. **Motion #7 see attached.**
- 11. Executive Session:** None
- 12. Adjournment:** Stephen Haddon adjourned the meeting at 9:35pm. The meeting was adjourned until May 20, 2021.

Respectfully Submitted

Lucille Huelin

Lucille Huelin, Board Clerk

MOTIONS MADE AT THE APRIL 2021 MEETING

Motion #1 Ron Whitney made a motion to accept the April meeting minutes with one correction. Lorena Venegas seconded the motion. The motion carried.

Motion #2 Stephen Haddon made a motion to accept the Treasurer's report as presented. Kara Canney seconded the motion. The motion carried.

Motion #3 Ron Whitney made a motion to Approve the Full Inspection and Labor Contract for the HVAC System. The cost of the contract is \$7,600 for May 21 to May 22. The payment will be made in two installments. Lorena Venegas seconded the motion. The motion carried.

Motion #4 Stephen Haddon made a motion to Approve filing for the Employee Retention Credit for 2021. Lorena Venegas seconded the motion. The motion carried.

Motion #5 Stephen Haddon made a motion to Dissolve the A.J. Berman Memorial Fund, the money to be used for the Emergency Roof Repair Project. Ron Whitney seconded the motion. The motion carried.

Motion #6 Stephen Haddon made a motion to approve the Resolution for new signers for the A.J. Berman Memorial Fund. (See Attached) Lorena Venegas seconded the motion. The motion carried.