

East Haddam Library Trustees  
Special Meeting Minutes  
Town Grange  
December 2, 2013  
6:30 p.m.

**BOE MEMBERS PRESENT:** Barbara Kiley, Shea Jezek, Christine Antaya, Celina Nelan,  
Maureen Gillis, Eileen Schwartz, Lucille Gardner, Dawn Barlow,  
Andrea Pascal

**OTHERS PRESENT:** Michael Gilroy, Library Director  
Deb Denette, Town Clerk

#### CALL TO ORDER

The Library Trustee meeting was called to order at 6:40 p.m. by Mrs. Denette.

#### OATH OF OFFICE

The Oath of office was administered to all newly elected Library Trustees by the Town Clerk.

#### ELECTION OF OFFICERS

A. Chairman

Mrs. Denette solicited nominations for Chair.

**Mrs. Kiley motioned to nominate Lucille Gardner as chair.  
Mrs. Antaya seconded the motion.**

**Mrs. Gardner nominated Shea Jezek as chair.  
Mrs. Schwartz seconded the motion.**

Brief discussion on the strengths of each nominee was held. It was suggested that both nominees serve as co-chairs.

**Mrs. Kiley amended her motion to nominate Lucille Gardner and Shea Jezek as co-chairs. Mrs. Antaya seconded the motion.  
Mrs. Gardner withdrew her motion nominating Shea Jezek as chair in light of the co-chair nomination.  
Mrs. Schwartz withdrew her second.**

**Mrs. Gardner motioned to close nominations.  
Mrs. Antaya seconded the motion.  
The motion closing nominations carried unanimously via voice vote.**

**The motion selecting Mrs. Gardner and Mrs. Jezek to serve as co-chairs carried unanimously via voice vote.**

B. Secretary

Mrs. Denette solicited nominations for secretary.

**Mrs. Parscal nominated Christine Antaya.  
Mrs. Gardner seconded the motion.**

Other nominations were solicited, none were offered.

**Mrs. Schwartz motioned to close nominations.  
Mrs. Gillis seconded th motion.  
The motion closing nominations carried unanimously.**

The motion selecting Mrs. Antaya to serve as Secretary to the Board carried unanimously via voice vote.

Mrs. Gardner and Mrs. Jezek chaired the meeting beginning at this point.

BY-LAWS

Mrs. Gillis opined that the by-laws should govern the terms of offices for chairman and secretary, the number of meetings to be held, what committees it should have, and governance according to Roberts Rules. Mrs. Denette suggested that terms of offices mirror the election cycle and that new officers are elected following each municipal election. She stated that the ordinance and/or the Connecticut General Statutes already determines a number of factors, such as the general responsibilities of the Trustees, what constitutes quorum, notice of meetings, and posting of minutes. She also stated that a Board manual would define policies that may be determined to be necessary.

The Investment policy for the EHFPL Trust was questioned. It was believed that management of said Trust would remain with the Reading Room Association of the East Haddam Free Public Library and not as a duty of the Trustees. Clarification was requested.

Mrs. Jezek suggested that subcommittees be formed, Mrs. Gillis noted that the transition team suggested the following:

Financial subcommittee (to address budgeting and financial issues)  
Building and grounds (to address the facilities)  
Governance committee (to work on policies, by-laws, etc).

Mrs. Gardner stated that she would like to see a mission statement prepared.

MEETING DATES

Brief discussion was held. It was determined that monthly meetings should occur, at least initially. Quarterly meetings may be feasible in the future, but for now there is too much to do. Thursdays appeared to work well for the entire group. The second Thursday was determined, 6:30 seemed an accommodating start time. The location will rotate between each Library. Mrs. Antaya will file the yearly schedule with the Town Clerk.

January 9, 2014 at 6:30 pm at the Rathbun Library was established as the next meeting date. Mrs. Gardner suggested that end times be established to keep the meeting on track.

Mrs. Denette reported that Mr. Walter is the Board of Selectmen liaison to the Library Trustees.

### DIRECTOR'S REPORT

Mr. Gilroy summarized the Director's report. A copy of which is filed in the Town Clerk's Office with the minutes. Mr. Gilroy highlighted that many standardizations between libraries have been occurring, however, they are not reflected in this report. He added that many changes went into effect October 1<sup>st</sup>. The next quarter report will summarize those changes. It was noted that a quarterly report will still be sufficient, even though the Board will meet monthly. Mr. Gilroy reported that he is amenable to providing whatever types of reports the Board would like.

Brief discussion was held regarding Mr. Gilroy's meetings with the branch manager, which were noted to be informal. The Board requested that such meetings be more formalized and documented.

Responsive to inquiry from Mrs. Antaya, Mr. Gilroy reported that there no longer is a petty cash account. Should something need to be purchased urgently, it would be purchased and reimbursement sought. Toiletries are now supplied by public works.

Discussion regarding the LYON system was held. Further discussion regarding what type of consortium would best suit the town's needs would be necessary. Mrs. Denette advised the Trustees that as a Town Department, they would be required to follow the process for major purchases.

Mrs. Denette further suggested that one person coordinate preparation and delivery of the Board packet, as is done with many other Boards. Mr. Gilroy will coordinate the effort on behalf of the Trustees.

Mrs. Gardner solicited a motion to adjourn.

Mrs. Kiley motioned to adjourn, Mrs. Pascal seconded the motion. The motion to adjourn carried via unanimous vote at 7:50 p.m.

Respectfully submitted,

Deb Denette