

**EAST HADDAM LIBRARY SYSTEM**  
**JANUARY 9, 2014**  
**6:30 pm AT THE RATHBUN LIBRARY**

Attendance: Dawn Barlow; Celina Nelan; Maureen Gillis; Barbara Kiley; Eileen Schwartz; Michael Gilroy; Shea Jezek; Lucille Gardner; Christine Antaya; Andrea Pascal.

The meeting was called to order by Lucille Gardner at 6:35 pm. It was decided that the Co-Chairs will alternate leading each meeting.

**SECRETARY'S REPORT:** Minutes from the December 2, 2013 meeting were read and after discussion it was decided that we will use first names in minutes. A motion to accept minutes as amended was made by Celina Nelan and seconded by Lucille Gardner. For future meetings the Secretary will send agendas and minutes to Michael for copies and distribution at the meeting.

**DIRECTOR'S REPORT:** Standardizations of procedures between the two libraries have begun to kick in. Evening hours are well received. The challenge this month is to prepare the 2014-2015 Budget. The Friends now prefer to give gifts directly to each library rather than money which lowers income. There is some problem with the capital plans and Michael will sit down and talk to Craig Mansfield about this. Programs are now up and running. Art shows will occur in both libraries. There are plans to create a new website for the new system. There was discussion about having a program this spring advertizing the services of both libraries. We need to spend a lot of energy advertizing our new system and what we offer. We need to have the town request funds from the EHFPL endowment for the year and decide how and when it will be done. Michael will meet with Mr. Mansfield about our Capital Plan.

We need to also consider what to do with the Rathbun's historical collection because of its current location in the building and its need to be properly preserved. Michael met with the president of Lion and it would cost about \$12,000 to add the Moodus branch to the Lion program.

**NEW BUSINESS:** The Board decided on three committees: Program development, Finance and Governance.

**PROGRAM DEVELOPMENT:** Members are: Shea Jezek; Dawn Barlow and Christine Antaya. Topics covered are: Lion Status; Educational Programs; Historical Preservation; the Library Collection and Strategies relating to the collection.

**FINANCIAL:** Members are: Barbara Kiley; Eileen Schwartz; Dawn Barlow. The Budget; Communication regarding the Trusts; Liaison with the Friends; Reporting; Building and Grounds and the Capital Plan; Future Bequests.

**GOVERNANCE:** Members are: Andrea Pascal; Celina Nelan; Lucille Gardner; and Maureen Gillis. Director Evaluation Process; Board Member Policies; Board Manual; Mission Statement.

All subcommittees made plans to meet in January and meeting dates will be forwarded to the Town Clerk by the Secretary. Minutes should be sent to the Secretary who will forward them to the Town Clerk.

Future meetings of this Board of Trustees will be: Feb. 13 (EHFPL); March 13 (Rathbun); April 10 (EHFPL) ; May 8 (Rathbun); June 12 (EHFPL).

**OLD BUSINESS:** None at this time.

**MOTION TO ADJOURN:** Made by Shea Jezek at 8:05 and seconded by Chris Antaya . All approved.

