

**EAST HADDAM PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING  
MARCH 13, 2014  
AT THE RATHBUN LIBRARY**

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

**1. CALL TO ORDER:** The meeting was called to order by Lucille Gardner at 6:34 pm.

**2. SECRETARY'S REPORT:** Minutes of the February 20, 2014 meeting were accepted as read in the e-mail. Lucille Gardner made the motion to accept which was seconded by Celina Nelan.

**3. DIRECTOR'S REPORT:** System Director Michael Gilroy reviewed the cost benefit analysis of the Verso vs. Lion Integrated Library Systems. The town and this Board are most interested in the Lion system. Michael also reviewed the vendor comparison of Verso vs. Lion using a stop light report. Lion is mostly green. There will be a narrative to go along with this comparison prepared for the Board of Finance presentation which will be held next Thursday, March 20<sup>th</sup> at 7:00pm probably at the Town Annex. At this meeting members of the Finance Board will review the budgets of several departments.

The town would also like to switch our phone system from ATT to VOIP which is the system used by the town offices. This would reduce our telephone budget item to only the cost of our Fax numbers.

A complete System quarterly report will be prepared for our April 10<sup>th</sup> meeting.

**4. NEW BUSINESS:** Training for the Board of Trustees is required for this new board. A good place to start is to have Michael walk us around each library to show us what is available at each branch. We will do this as part of each meeting starting in May.

In June or July we should also plan on organizing something for the Friends of both libraries.

**5. OLD BUSINESS: COMMITTEE UPDATES:**

**FINANCE:** We need to keep track of the grant process from the CT State Library to match the new boiler grant. Also we need to have a means for people to donate to the system just as we have for each branch.

A motion made by Barbara Kiley and seconded by Shea Jezek to support Lion as the Integrated Library System. All agreed.

**PROGRAM DEVELOPMENT:** Members are meeting tomorrow with a representative from the Ct. Historical Society to discuss needed updates in our Historical Documents Room. We have also read the 2011 report from the consultant on preserving the historical documents at the Rathbun. Members also requested that the Library Book Club be advertized more. We should advertize the meetings in the local press and add it to our Facebook page.

**GOVERNANCE:** This committee put together a job description for the Library Director based on what was previously done at the Rathbun. Next step is to send it to the town for their review. We also looked at the form for the performance review and mapped it to the job description and then we will do a rubric for each item. Next step is to complete this rubric. The co-chairwomen should start to meet with Michael monthly to go over performance and goals. We hope to have a joint review with Mark Walter and our chairwomen at the appropriate time for the annual review. We also worked on the Trustee Manual.

**6. OTHER BUSINESS:** Discussion was held concerning the EHFPL Reading Room Association's role in managing the trust. According to the town financial staff the trust's donation should be given to the town near the end of the fiscal year.

**7. NEXT SUB COMMITTEE MEETINGS:**

**FINANCE:** March 20, 2014 (Members will attend the town budget meeting).

**PROGRAM:** March 14, 2014 9:00 am at Rathbun to meet with a representative of the Connecticut Historical Society.

**GOVERNANCE:** April 2, 2014 at 6:30pm at Rathbun.

**BOARD of TRUSTEES:** APRIL, 10, 2014 AT 6:30 at the Moodus Branch.

**7. MOTION TO ADJOURN:** A motion to adjourn was made by Shea Jezek and seconded by Celina Nelan at 7: 45pm. All agreed.