

**BOARD OF TRUSTEES MEETING MINUTES**  
**EAST HADDAM PUBLIC LIBRARY SYSTEM**  
**APRIL 10, 2014**  
**EAST HADDAM PUBLIC LIBRARY BRANCH**  
***CORRECTED MINUTES***

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

**ABSENT:** Barbara Kiley.

**1.** Shea Jezek called the meeting to order at 6:35pm.

**2. SECRETARY'S REPORT:** A motion to accept the minutes of the March 13, 2014 meeting was made by Eileen Schwartz and seconded by Lucille Gardner. Minutes were accepted as written.

**3. DIRECTOR'S REPORT:** The Director reviewed circulation statistics for both libraries which showed an increase in usage between quarters 2 and 3. Questions were asked and answered. During the budget session with the town budget questions were raised and answered. Nothing has been cut so far but there were questions about the cost of the new book drop for the Moodus Branch. April 22<sup>nd</sup> will be the next budget session with the town. The Budget vote will be on May 20<sup>th</sup>. There was considerable discussion of books vs. DVD's for future budgets. There is an open staff position in the Moodus branch which requires someone to work evenings and weekends. Two people working just 6 hours a week may help. Circulation is still increasing.

Our next meeting will be held at The Rathbun with a tour for the trustees at 6:30pm as part of our Trustees Training plan.

**4. NEW BUSINESS:** There is a book club offered at the EHFPL Branch and Shea made a poster advertising the club. Posters should be put up at the libraries and other public locations to advertise this program. The Program Committee has discussed having a program for the Friends Board Members so that there can be a social time together to introduce the members of each group. We need to let them know how much their work is appreciated and to encourage discussion between the two groups. At that time we should invite a representative from the Friends to attend our board meetings and give a presentation of their activities and plans. This will be held on Thursday, June 12<sup>th</sup> in place of our regular Trustee meeting.

**5. OLD BUSINESS:**

**Financial Committee Report:** Focus has been on the budget and attending the town budget meetings. These have been uneventful, which is good. After the budget is set, member will then begin to work on the HVAC grant.

**Program Committee Report:** Members of this committee met with a representative of the CT. Historical Society to discuss our update of the Historical Library at the Rathbun and produced a list of recommendations. These were reviewed by the board members. One of the recommendations, which is to purchase a new air conditioner with money left over from the grant which funded the 2011 Report. Our next meeting will be on a Wed or a Fri am.

**Governance Committee Report:** Staff evaluations should be done for town staff as of December of each year. The period covered by these evaluations is January-December with staff evaluations completed by December 31<sup>st</sup>. Forms are electronically available. Job descriptions also have to be written for staff – only the Director has one right now. Michael will look into the job descriptions and the timing of the process by speaking to Linda and Dawn at the town offices. Next meeting will be May 1<sup>st</sup>.

**6.** A motion to adjourn was made by Lucille Gardner and seconded by Andrea Pascal. The meeting adjourned at 7:55pm.