

**EAST HADDAM LIBRARY SYSTEM**  
**MAY 8, 2014**  
**AT: RATHBUN LIBRARY**

**ATTENDANCE:**

**Trustees Present:** Dawn Barlow; Lucille Gardner; Maureen Gillis; Shea Jezek; Barbara Kiley; Celina Nelan; Eileen Schwartz; Andrea Pascal

**Also Present:** Library System Director Michael Gilroy

**Trustee Absent:** Christine Antaya

Lucille called the meeting to order at 6:30 pm.

**LIBRARY TOUR:**

Michael gave the trustees a tour of the Rathbun, pointing out important patron, safety, and security features, as well as upgrade and repair needs.

**SECRETARY'S REPORT:**

Lucille presented the report for Chris. A motion to accept the April 10, 2014 minutes as amended was made by Barbara and seconded by Celina. Motion passed. Lucille will send amended minutes to the Town.

**DIRECTOR'S REPORT:**

The following items were discussed:

- Buildings
- Staff
- Director
- Programs
- Patrons

The written report contains several important event dates. A question was raised about the software selected for creating a new website; Michael will look into what other libraries (who create their own sites) use.

In addition, help from the Trustees was requested to work on a strategic plan, create a patron survey, and encourage program attendance. An ad hoc survey committee, consisting of Shea, Lucille, Eileen, Barbara, and Maureen, will meet Monday May 19 at 5 pm in Moodus. Suggestions for the survey included: using SurveyMonkey as well as having paper versions available at various locations throughout Town; publicizing a request to take the survey in the

next *Events* magazine; making sure the survey is not too long; and determining whether email lists from other Town departments can be used to solicit feedback (e.g., Emergency Management).

**NEW BUSINESS:**

The security system is now fully operational and everyone who needs to be is trained in its use.

Dates for meetings after June were set as follows:

July-no meeting

August 14- Moodus

September 11- Rathbun

October 9- Moodus (Michael cannot attend but will send a replacement)

November 13- Rathbun (tentatively, this date will include a staff get-together)

December 11- Moodus

**OLD BUSINESS (Committee Reports):**

Finance: No meeting held.

Program Development: The June meeting will be a get-together with both Friends boards to be held at Moodus branch. Shea will issue the invitation and gather RSVPs. We will invite Friends to come to the Trustee meetings to enhance communication.

Governance: Several Board members suggested changes to the manual, which was approved by consensus as revised.

Barbara moved and Shea seconded to adjourn the meeting. Meeting adjourned at 8:40 pm.

Respectfully Submitted,

Maureen Gillis

Acting Secretary