

**EAST HADDAM LIBRARY SYSTEM
SPECIAL MEETING
FEBRUARY 20, 2014
AT: EAST HADDAM FREE PUBLIC LIBRARY**

ATTENDANCE:

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

Also Present: Library System Director Michael Gilroy

Trustees Absent: Christine Antaya; Barbara Kiley

Shea called the meeting to order at 6:40 pm.

SECRETARY'S REPORT:

A motion to accept the January 9, 2014 minutes was made by Eileen Schwartz and seconded by Lucille Gardner. Minutes were accepted as written.

DIRECTOR'S REPORT:

The following items were discussed:

- Budget process and status
 - Priorities to grow income; cost saving measures
 - Budget changes: tech support (including LION system) will be contained in Town budget; salary increases to be determined by Town (at later date)
- Key budget meetings (all Trustees are encouraged to attend)
 - Feb 25 5:45pm BOS in Annex
 - Mar 20 7pm Board of Finance in Annex
 - Apr 22 7pm Town Budget Hearing at the High School
 - May 7 8pm Town Budget Meeting at Old Town Hall
 - May 20 Budget Vote at Old Town Hall
- Capital Improvements Update
 - Michael will get paperwork ASAP to begin the application process for a 50% State Library Grant for the Rathbun HVAC/Energy Efficiency upgrade (FY2015)
 - New book drop for Moodus Branch FY2015
 - Rathbun cupola work still planned for this FY
- ILS Cost Benefit Analysis (CBA): Michael will prepare and Finance Committee will review before the 3/20 BOF meeting. One of the key priorities for library integration is to get both branches on one robust, patron-oriented platform.

NEW BUSINESS:

- The ILS presentations for the Trustees were held at Rathbun Feb 19, with LION and Verso both presenting. Information received and discussed will be incorporated into the CBA.

OLD BUSINESS (Committee Reports):

Finance: Covered by Director's Report

Program Development: Discussion of historical collection. It was noted that minutes had not been posted on the Town site for this committee, though they had been written. Minutes that were posted under program (1/23) were the governance committee minutes. Since there is an issue with how and whether minutes are being posted, it was decided that Chris, as Secretary, should review the postings to ensure all minutes are properly posted and are under the correct heading.

Governance:

- The draft of the System Mission was reviewed and approved by consensus. Lucille will send it to Mark and it will be contained in the Trustee Manual
- The Bylaws draft was approved, as amended to reflect officer terms of no more than 3 consecutive terms. (Motion: Eileen; Second: Celina). Lucille will send them to Mark; Maureen will distribute to Trustees.
- Table of Contents for Board Manual was discussed:
 - We will refer to EHFPL as Moodus Branch informally
 - Committee to add information to the Manual on budget process; historical collection (combined at Rathbun); status of Town ownership of Moodus Branch
 - Committee will continue to work on the Manual; Michael's help will be needed, Maureen will contact
 - Library Policy Manual will be a separate document prepared by Michael; Michael will seek our help as needed
- Each committee will discuss its drafted role (copies distributed) and provide changes to Maureen for incorporation into the draft manual
- Committee needs to follow up with Town re: format for Director Position Description and review process before proceeding further. A rubric for evaluation will be prepared.

Celina moved and Dawn seconded to adjourn meeting. Meeting adjourned at 7:55pm.

Respectfully Submitted,

Maureen Gillis

Acting Secretary