

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

OCTOBER 9, 2014

6:30 pm AT THE EAST HADDAM PUBLIC LIBRARY, MOODUS

TRUSTEES PRESENT: Lucille Gardner; Shea Jezek; Dawn Barlow; Maureen Gillis; Barbara Kiley; Christine Antaya; Eileen Schwartz ; Andrea Pascal.

TRUSTEES ABSENT: Celina Neland.

ALSO PRESENT: Michael Gilroy; Jane Chisolm; Roger Stube; Maureen Heidtman.

CALL TO ORDER: The meeting was called to order by Shea at 6:30 pm.

APPROVAL OF MINUTES: Minutes from the September, 2014 meeting were approved. Thank you card from teens who went to the Teen Lock-in shared.

REPORTS:

DIRECTOR'S REPORT:

Cupola repaired. Shutters are very expensive. Facilities Department will decide about this. Grant decisions will be made in mid- November. Rathbun electrical repairs will be completed soon. EHFPL ownership has been changed to a new law firm. Mark will meet with them in two weeks. Staff meetings: our main goal is the complete unification of the library system. At next meeting we will set a branch goal. There will be cross-training. Then individual goals will be set .We are now members of ACLB. Michael is meeting with their President to discuss what they offer. LION: we are definitely on track for January. The bar codes are quite expensive. The bar code process has to be completed by January. Staff will be very busy with this in December. Computers at the Moodus Branch will be replaced to be compatible with LION. Thank you for the great support at the Sept 17th town meeting. Survey: 320 responses .We would like 30 more responses before we analyze the data. Book Club next Wednesday at Two Wrasslin Cats. Unification of the Friends' groups being discussed at their meetings. Please dispel any rumors concerning the Director being available in each building.A board member from the Stonington Library stopped by the Moodus Branch and was very impressed by the work we are doing.

FINANCIAL COMMITTEE:

Michael reviewed the quarterly financial report. The Rathbun endowment for the year came in this quarter. The Moodus Branch uses Maus Oil Co. and we pay ahead for the entire year and are credited for what we don't use. The Rathbun uses the town supplier.

Committee members met with town staff to discuss a Special Revenue Fund. Our account will be called The East Haddam Public Library System Fund. We need to have this fund approved by the town auditors, our trustees and the Finance Committee. A motion was made by Maureen and seconded by Lucille to raise the amount needed by the Library Director for Board Approval from \$500 to \$5000. Motion passed.

PROGRAM DEVELOPMENT COMMITTEE:

The work on the cupola had no effect on the Historical Room. The air conditioner was purchased and used this summer and new window blinds will be purchased next along with new acid-free storage boxes and tall bookends. A copy of the Historical Room Inventory should be made and stored at the Moodus Branch. A future grant should be written to hire a professional to repair books in need of repair. Next year's budget should include money for over-size shelving for scrapbooks and document cases. White gloves are being donated. We need to check the town record retention policy concerning old financial records stored in each library. A photo of the repaired cupola has been taken and should be included in the thank you to the donor of the funds for the repair.

We will examine the survey results for ideas for library programs. Our next meeting will be Friday, Nov 7th at 9:00 am at Two Wrasslin Cats.

GOVERNANCE COMMITTEE:

There is a document in our Trustee Manual that can be used for new trustees. We should also do an annual assessment of how we are doing as a board. A list of questions will be sent to us and this could be covered during the December meeting. Funnel ideas to the Governance Committee first during November. Next meeting will be Dec. 3rd, 6:30 at the Moodus Branch.

The Strategic Planning Committee met and decided that unification of the two libraries should be the focus and we should prepare a plan for a one-year period. Next meeting will be Nov 5 at 6:30 at the Moodus Branch to work on the strategic plan.

UNFINISHED BUSINESS:

Mission statements are being framed now. ACLB membership is all set. We will be notified of conferences etc. by e-mail. The Friend's Postcard notecards project: Friends are trying to get this done for the Moodus Building and we will have an art student from the high school to design this. Postcards of the Rathbun mural have been donated by Jean Meyer to the Friends. Rathbun staff are selling them now and the Moodus staff will start shortly.

NEW BUSINESS:

Consider developing a disaster plan for each library after examining what the town recommends for handling disasters.

AUDIENCE OF CITIZENS:

Roger stated that the Friends will discuss the notecards situation at their next meeting on October 29th at the Town Tavern where they will be bouncing ideas around.

ADJOURNMENT: The meeting adjourned at 7:55 pm.

