

EHPLS Minutes  
Governance Committee  
Moodus Branch  
November 5, 2014

Members present: Lucille Gardner, Maureen Gillis, Celina Nelan, Andrea Pascal

Others present: Barbara Kiley, Mike Gilroy, Library System Director

Maureen called the meeting to order at 6:30 PM.

**UNFINISHED BUSINESS:**

**One-Year Plan:** Mike handed out a version of the plan with some recommended edits, as well as Primary Responsibility and Due Dates filled in. After discussion, all changes to the plan were accepted by the Committee; the final plan will be presented to the Board for approval. Mike will send the revised document to the Committee members. Once approved by the Board, it is recommended that the plan be shared with all constituencies and perhaps a steering committee of constituencies be formed to monitor the plan (periodically, perhaps quarterly).

**Assessing Board Effectiveness/Board Training:** Maureen will send a reminder to the Board to send her comments about Board effectiveness by November 30 for discussion at the December 3 Governance meeting. Mike has arranged that Betsy McIlvanie of the ACLB will attend the January Board meeting to discuss Board responsibilities, especially re: small towns and multi branch issues. At the December Board meeting, we will ask the Board if there are any other specific topics they wish Betsy to address.

**NEW BUSINESS:**

**Record Retention Policy:** The Town provided Lucille with the State of CT Municipal Records Retention/Disposition Schedule for libraries, which will be added to the Board Manual as our official record retention policy. Mike indicated the policy was straightforward and

that the Town has scheduled “shredding” days for documents no longer required to be retained.

**Disaster Recovery Plan:** The Town provided a number of documents relating to Disaster Recovery; the Library System needs to develop its own plan, as each Town department is responsible for its own plan (i.e., there is no Town wide Plan).

Action items:

1. Mike will find out whether Craig Mansfield has a plan for the buildings; if not, will he develop one and if so, when.
2. Committee members will review the documents provided and come ready to discuss them at the next meeting.
3. Mike will obtain the insurance policy for the library buildings, with the intention of reviewing for adequacy (e.g., is the historical collection included at its full value?)
4. Maureen will develop an outline for a Disaster Recovery Plan to use as a basis for discussion at the next meeting.

Next meeting scheduled for December 3 at Moodus branch at 6:30 pm.

Meeting adjourned at 7:20 PM.