

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**December 11, 2014**

**6:30 AT THE EHFPL, MOODUS**

**TRUSTEES PRESENT:** Christine Antaya; Shea Jezek; Maureen Gillis; Barbara Kiley; Celena Nelan; Lucille Gardner; Dawn Barlow; Eileen Schwartz.

**TRUSTEES ABSENT:** Andrea Pascal.

**ALSO PRESENT:** Roger Stube; Sandy Planeta; Michael Gilroy.

**CALL TO ORDER:** The meeting was called to order by Shea at 6:35 pm.

**APPROVAL OF MINUTES:** Minutes from the October 9, 2014 meeting were approved as read.

**REPORTS:**

**DIRECTOR'S REPORT:**

- The Rathbun did not receive the HVAC grant but can re-submit.
- A thank you letter was sent to the donor of funds to repair the Cupola, along with a beautiful photograph taken by Thomas Barlow. This photograph will also be displayed at the Library.
- Staff meetings continue with a focus on LION and on staff and branch goals.
- The Barcode program is going very well and is on track for the LION start-up date of Jan.20<sup>th</sup>.
- The ACLB President will join us on for our Jan meeting.
- Please join Michael for the quarterly report to the Board of Selectmen on Jan 21 at 7:00pm.
- The survey results have been examined and are very positive. We will concentrate on programming and marketing.
- The Book Club now meets at the Town Tavern on the 3<sup>rd</sup> Wednesday of the month.
- Mrs. Claus night at the Moodus Branch went very well and the EH Community Lions held their annual Light Up the Holidays silent auction at the Rathbun.
- The Friends have set up a committee to discuss the benefits of a joint organization.
- Maureen Heitmann is creating a brochure on the passes available from our system.
- Please plan on attending town meetings during the budget season.

**FINANCIAL COMMITTEE:**

This committee met to discuss next year's budget. Members are trying to determine what the Rathbun Trust can offer for next year. Michael also received a letter from the Reading Room Association concerning next year's request for the budget.

**PROGRAM DEVELOPMENT COMMITTEE:** Members of the committee reviewed the survey results and came up with programs which we should focus on, based on the survey responses. We should hold regular technology workshops; sponsor an adult writing group; hold a program on fraud put on by CT

AARP; continue adult learning programs and family programs; and maintain current programs such as our book clubs and teen programs. We should consider a celebration of the two libraries using a bar code symbol and a tool for marketing and branding for the new library system. This should be on the agenda in January under unfinished business.

#### **GOVERNANCE COMMITTEE:**

A motion was made by Lucille and seconded by Barbara to approve the One-Year Plan. Motion carried. Melissa Ziobron has been invited to our February meeting to discuss state issues relating to libraries. Trustees should spend more time in the libraries and at town meetings. Trustees should be more careful about body language so that all members feel comfortable speaking up. We also need to forward all agendas and minutes to the town clerk. The town Disaster Recovery Plan is classified. We are covered as a town building but we could prepare a Disaster Response Plan.

#### **NEW BUSINESS: 2015 Meeting Dates:**

January 8 – Rathbun

February 12- Moodus

March 12- Rathbun

April 9- Moodus

May 14- Rathbun

June – no meeting (Friends reception, Moodus)

July 9- Rathbun

August 13- Moodus

September 10- Rathbun

October 8 – Moodus

November 13 – no meeting. (Staff Appreciation reception, Rathbun)

December 10 –Moodus

The secretary will check with Joanne Maynard to ask if the Reading Room Assn. has assessments of the antiques at the Moodus Branch that can be added to our Disaster Plan.

There are 3 street lights out in front and all three have been reported to the town and the electric company. Building lights are also out and they will be reported to the town.

Adjournment: The meeting adjourned at 7:35pm.

Christine Antaya, Secretary

