

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**MARCH 12, 2015**

**6:30 pm AT THE RATHBUN LIBRARY**

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

**TRUSTEES ABSENT:** Celina Nelan.

**ALSO PRESENT:** Michael Gilroy and Roger Stube.

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

**APPROVAL OF MINUTES:** Minutes from the February 12, 2015 meeting were approved as written.

**REPORTS:**

**DIRECTOR'S REPORT:**

There is no update on the Moodus building. Ice and snow issues are decreasing. All staff have system and personal goals established. The Town Budget Workshop went very well. The budget is OK so far. The State Library budget will probably be cut. Attendance at the Technology Workshops should grow with the better weather. By late spring there will be a new book club at the Rathbun during the day. Our new domain name has been purchased and we will work with Lion to set it up.

**FINANCIAL COMMITTEE:**

Members reviewed the budget and attended the Town Finance meeting this week. We need to start addressing the Library System's Capital Plan and consider grant writing as suggested by Melissa Ziobron.

**PROGRAM DEVELOPMENT COMMITTEE:**

The AARP Fraud Program has been set up for May 16<sup>th</sup> at the Senior Center, 10:00 am. As part of the branding program we might want to start selling canvas book totes. The costs range from \$8.00 for vinyl totes to \$10-\$15 for canvas totes. We might consider selling them at the May 16<sup>th</sup> program and at both libraries. They would say Check Us Out and have our web address on them.

Chapter 4 of the ACLB Manual covers policies which can guide our policy section. We should consider Library Scrapbooks at each library perhaps put together by high school students interested in scrap-booking.

**GOVERNANCE COMMITTEE:**

Members should sign up for the list serve from ACLB for on-going ACLB training. Perhaps we could have board members present a chapter of the ACLB Manual at each meeting. There was a discussion of people who might be interested in filling openings on the Board for the next election.

**UNFINISHED BUSINESS:**

-Official Names for Library Branches: EHFPL and Rathbun are the official names of each branch. A motion was made by Barbara Kiley and seconded by Chris Antaya that these two names be the official library branch names. Approved.

-Budget Approval Process: This should be included in the Trustee Manual. Members should start reviewing the next year's budget in December. After the Board Finance committee reviews material it should be presented to the Board and approved at a special meeting or a regular meeting, before it goes to the town. Eileen Schwartz made a motion, seconded by Barbara Kiley to approve the Budget as presented to the town. Approved.

**NEW BUSINESS:**

-Prototype for Survey Summary. Members suggested the following 4 topics for the prototype which will summarize the town survey. 1. Patron Driven Requests 2. Strengths and Accomplishments 3. Ideas for a Strategic Plan 4. Ideas for Capital Improvements.

**AUDIENCE OF CITIZENS:** Roger Stube reviewed discussion held at a Joint Friends of the Libraries meeting. The members definitely want legal advice about joining the two groups. Because of timing there will be 2 funding drives this year. Shea and Lucille will write a letter to the town asking the town to provide legal assistance to the Friends groups concerning 501 C-3 fund raising procedures and any other issues involved in joining the two groups. Michael will also write to members of the Board of finance, with a cc to the First Selectman concerning this issue.

**ADJOURNMENT:** The meeting adjourned at 7:35 pm.