

**EAST HADDAM PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEE MEETING MINUTES**

May 14, 2015

RATHBUN FREE PUBLIC LIBRARY

Trustees present: Eileen Schwartz; Christine Antaya; Barbara Kiley; Maureen Gillis; Celina Nelan; Lucille Gardner; Shea Jezek; Dawn Barlow.

Also present: Michael Gilroy, Director

Trustee absent: Andrea Pascal.

1. **Call to Order.** The meeting was called to order at 6:35 pm by Lucille Gardner.
2. **Approval of minutes** from the April 9, 2015 meeting approved with changes made.

3. Reports:

Director's Report: Air conditioners at Rathbun won't be replaced until after July 1st. The new book drop at the Moodus branch has been approved. Our budget was not changed. Trustees should contact the First Selectman requesting he contact our state representatives to restore CLC's budget in full. We can now re-apply to the state for Rathbun's Capital Improvement Grant.

Financial Committee: The Special Revenue Fund will be on the agenda of the June 8th Board of Finance committee. The town will earmark any current donations in a holding account until the fund is officially set up. The town attorney will address the status of the Moodus building this summer. A member of the committee contacted a lawyer about the 501-C3 designation and he will take care of the state filing and will check with an accountant about the federal component.

Program Development Committee: It will not be possible to have any tote bags available for the May 16th program. The Staff Handbook will be developed by staff – Michael and a staff member from each branch-and when completed a copy will be e-mailed to the Board for approval at the January meeting.

Governance Committee: The manual has been updated and by this summer it will be totally updated

4.Unfinished Business: Fraud Program: Details were discussed. Michael will introduce the speaker. We should start keeping a list of possible speakers and topics for public presentations. We should also consider producing a presentation on how the two libraries merged.

5.New Business: June Reception: June 11 at 6:30 pm at the Rathbun. This is for The Friends and others who have made contributions to the libraries. Invitations will be by e-mail with rsvp's. Cross Training of staff: This will happen this summer.

6 .Audience of Citizens: No guests present.

7. Adjournment: The meeting adjourned at 7:25 pm.