

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**September 10, 2015**

**6:30 AT THE RATHBUN BRANCH**

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

**TRUSTEES ABSENT:** Eileen Schwartz.

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

1. **CALL TO ORDER:** The meeting was called to order by Lucille Gardner at 6:30 pm.
2. **APPROVAL OF MINUTES:** Minutes from the August 13<sup>th</sup> meeting were approved as read.
3. **REPORTS:**

**DIRECTOR'S REPORT:** The website is now live: [easthaddamlibrarysystem.org](http://easthaddamlibrarysystem.org). Check it out. Intern applications have been coming in to the Town Offices. We are receiving quotes for rugs for both libraries. Thanks to Gerry Porto the gardens at both libraries are looking wonderful. She even set up a display of glass bottles found during the work on the grounds at the Rathbun.

**FINANCIAL COMMITTEE:** Committee did not meet.

**PROGRAM DEVELOPMENT COMMITTEE:** Materials to be reviewed for the Staff Handbook were discussed. Samples of the canvas totes which will be part of the branding program will be purchased to be reviewed by the Board at the October meeting. They will include the "Check us Out" heading, along with the new website listing. We will discuss a start-up fund for this project at our September meeting.

**GOVERNANCE COMMITTEE:** Their next meeting will be next week. The Town Clerk sent over the Town's Code of Ethical Conduct to be reviewed.

**4. UNFINISHED BUSINESS:**

Progress of Cross training: The joint staff meeting will be held at the end of the month. At that meeting a staff meeting schedule will be set up.

Status of year-end financials: The town has completed the report and Michael will go over it with the Finance Committee at their next meeting.

Status of \$2000 gift: Now that school is in session Michael will be in touch with the school librarian.

**5: NEW BUSINESS:**

Plans through 12-31-2015: Website issues: Add a section on how to donate gifts to the Library System. Maybe add a section on who the trustees are and what we do so that people might develop an interest in becoming a trustee in the future.

Discussion of a start-up fund for the totes. We decided that members of the Board could make a donation to the Special Revenue Fund for start-up money.

**6: AUDIENCE OF CITIZENS:** Mr. Stube discussed a program which the Friends are having on Sustainability at 5:30 on October 16 at the High School.

**7. ADJOURNMENT:** The meeting adjourned at 7:15 pm.