

EAST HADDAM LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
OCTOBER 8, 2015 6:30 PM
EAST HADDAM FREE PUBLIC LIBRARY

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

Trustees Absent:

Others Present: Michael Gilroy and Roger Stube.

1. **Call to Order:** Meeting was called to order by Lucille Gardner at 6:33 pm.
2. **Minutes** of the September 9th meeting were approved.

3. Reports:

Director: Trustees reviewed the carpet samples for the Moodus building and chose the dark blue. After examination by heating contractors it was recommended that the burner at the Rathbun should be replaced. The town will take care of this. Town staff will also install the new pad and the book drop at the Moodus branch. This will save money on the total price. Michael is waiting for a new quote from the company.

Finance: Dawn reported that the budget was very encouraging. There were no red flags. Fines were up and that was a help. The Capital Grant was not approved by the State. Donations are flowing well now. When books are purchased from the \$2000 donation from The Reading Room Association the purchase should come out of the donations line item. Michael has e-mailed the school librarian for suggestions but has not heard back yet.

Program: Dawn and Michael have been working on sections of the Staff Handbook. Michael completed a section on LION and a write-up on dealing with irate patrons. The handbook will also include a section on Emergency policies which has already been written. Dawn suggested that we include a section on how the public can make donations so that all staff can answer this question. Dawn has ordered two tote bags. There is a \$74 set-up fee for the embroidery and we only need to order the number of bags we need at a time. Totes are \$15-\$20 each. Lucille has put together a 3-ring binder Program Idea Book that can be used to help plan future programs. There should also be posters set up at each library where members of the public can add their program ideas.

Governance: Revisions to the Trustee Manual have been completed. They include: The Town Code of Ethics; e-mail meetings are not allowed; The Special Revenue Fund Reports; and The

Reading Room Association Trust. New Trustee Orientation will be held on November 12th at 6:30 pm at The Rathbun and members of the Governance Committee will review the Trustee Manual. Deb Denette will hold a program on the Freedom of Information Law in either December or January. The slate of officers has been set up but will not be finalized until positions are open to new Board members. New committees will be set up at the December Board meeting. Our by-laws say that we can have outside members on our Board committees if they desire and also if they have needed skills. The ad-hoc strategic planning committee will be a good spot for outside volunteers. The ACLB Leadership Conference will be held on Nov. 6th at the University of Hartford. The Board picture was taken for the web site.

4. **Unfinished Business:** The Cross-training staff meeting will be held on Oct. 29th and will cover the new issue of credit card use for fees in the LION system.
5. **New Business:** The Staff party will be held on Friday, Nov. 13th at 6:30-8:00pm. This is for staff plus a guest and star volunteers. Lucille will send out invitations by mail. Trustees should bring a guest and 2 appetizers and something to drink. Paper goods will be provided by the Library Director. We will be getting name tags for staff to wear at work from M and P. Eileen recommended that there be more focus on the one library system on the web site, rather than on each library.
6. **Audience of Citizens:** Roger discussed advertising for next Friday's program. Suggestions were made that he visit the high school with a written announcement which can be read to the students.
7. **Adjournment:** The meeting adjourned at 7:22pm.