

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEE MEETING MINUTES**

**APRIL 9, 2015**

**EAST HADDAM FREE PUBLIC LIBRARY**

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

**Also present:** Michael Gilroy, Director

1. **Call to Order.** The meeting was called to order at 6:30 pm by Shea Jezek.
2. **Approval of minutes** from the March 12, 2015 meeting with one spelling error corrected.  
Approved.

**3. Reports:**

**Director's Report:** The Rathbun front door flew open again and a new latch has been placed on the door. The re-built shutters will be put on this week, depending on the weather. The air conditioner windows will also be repaired. The budget process is almost over and we were encouraged to vote and help get out the vote. Town vote is May 5<sup>th</sup>. We may need to re-think the Tech workshops, perhaps focusing on one topic at a time. The Anime Club received a great donation for new books. There is a new book club at Rathbun. Michael attended a meeting to help invigorate the Summer Reading Challenge. The theme this year is: Every Hero has a Story. We are also working with Chestelm to have more patients get library cards.

**Financial Committee:** Donations from the Friends were not being accounted for in accordance with the approved accounting policy. This has been addressed. Eileen contacted the Secretary of the State's Office concerning the Friend's 501-C3 application.

**Program Development Committee:** One change was made to the Survey Results Summary. It was decided to use this as a cover page to the survey results listing and also to include it in the Trustee Manual. Details for the May 16<sup>th</sup> Program on Identity Theft were reviewed. Press releases will be sent out by the library staff and the posters were distributed to all present.

**Governance Committee:** The members changed and updated the Trustee Manual. It was decided that at each meeting, beginning after the election, one trustee will review a chapter of the ACLB Guidelines, starting with Chapter 7 on financial issues at the December, 2015 meeting.

4. **Unfinished Business:** Shea contacted Ms. Vigiani of the Democratic Town Committee and gave her two possible names for the next trustee election.
5. **New Business:** Subcommittees do not have to meet every month. They should meet when there is work to do.
6. **Audience of Citizens:** No visitors present.
7. **Adjournment:** The meeting adjourned at 7:15pm