

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

March 10, 2016

6:30 pm at the Rathbun Branch

TRUSTEES PRESENT: Lucille Gardner; Joanne Rocznik; Andrea Pascal; Maureen Gillis; Dawn Barlow; Eileen Schwartz; Celina Nelan; John Bilot, Vicki Riley,

ALSO PRESENT: Michael Gilroy and Joyce McCutcheon

CALL TO ORDER: The meeting was called to order by Maureen Gillis at 6:35 pm.

APPROVAL OF MINUTES: Minutes from the February 11, 2016 meeting were approved as written.

REPORTS:

DIRECTOR'S REPORT:

The name tags have created a problem with staff clothing – we will look into name plates instead. Michael will see where the town gets their name plates and see about ordering ones for each employee.

The marble front steps at Rathbun need to be fixed. A bathroom contractor is looking into the three library bathrooms to see what can be done to update those.

March 14th there will be a board of finance meeting – this is one meeting in a series regarding town budgets. A few of us need to attend to represent the library's budget. Other budget meetings have been added to the Board calendar as well.

FINANCIAL COMMITTEE:

Budget process continues. We need to pull together the ROI figures to help clarify how much value the library system is to the community. We are planning to pursue some grants – Laurie will attend a grant writing workshop this week, which we hope will help with this process.

PROGRAM DEVELOPMENT COMMITTEE:

The 2015 survey results were grouped by category and reviewed to see how the desires of those who completed the survey are being addressed. Work will begin in April on the 2016 survey, which will target infrequent users. The Captain Comer program planning committee will meet on March 21st. Tom Comer has agreed to chair the committee. A program on Black Bears will be next week at the Grange. World Wide Day of knitting is June 18. Expect widespread knitting in public that day...Lucille will be spearheading that effort.

Governance:

We need to look at calendar and correct Sept committee meetings that fall on Labor Day. We reviewed the revised committee roles document. Lucille moved to approve the revised Board Committee and Roles. Dawn seconded. The motion passed.

Board Training: Eileen reviewed the Board role in Fundraising (ACLB Chapter Nine).

UNFINISHED BUSINESS:

The one year plan has been completed. Lucille moved to accept the one year plan with minor tweaking. Joanne seconded. The motion passed.

The policy on food and drink was discussed. Both are allowed, however the librarians reserve the right to request patrons put away food and beverages that they believe could damage library property. Joanne moved to accept the food and drink policy. Lucille seconded. The motion passed.

The library staff handbook was discussed. Vicki moved to accept the staff handbook. Celina seconded. The motion passed.

NEW BUSINESS:

National Library week begins April 10. It was agreed that the board would give each staff member a gift certificate and each branch would receive a bouquet of flowers to show our appreciation for all they do. Joanne will handle the gift certificates and Lucille will arrange for the flowers.

FRIENDS:

Joyce reported on a joint book sale that the Friends of each branch will participate in to take place at the annual Historic Society tag sale. Leos will help with the heavy lifting. The Friends contributed \$200 for art supplies and \$250 toward the Birds of Prey event to be held in July.

ADJOURNMENT: The meeting adjourned at 7:45 pm.

The next meeting of the East Haddam Public Library System will be on April 14th at the Moodus Branch.