

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

April 14, 2016

6:30 pm at the Moodus 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 March 10, 2016 meeting were approved as written.

REPORTS:

DIRECTOR'S REPORT:

Building transfer: the Town is working with the Reading Room Association to complete forms for the AG's office before moving to Probate Court.

Special revenue fund report was distributed; for future reports, a breakout of restricted vs. unrestricted funds was requested.

Amazon Smile – both branches have accounts– we agreed that these need to be consolidated in to one account with funds going into the Special Revenue Fund. “Smile” info will be added to our fund raising brochure with a reminder that you must order from smile.amazon.com to get the credit applied.

Michael shared the design of the new updated signage that all town buildings will have. The trustees approved the design. It is our understanding that the Town will pay for new signs from Capital Projects (but not the Library projects, as there are other, more critical priorities).

Michael reviewed his goals and training plan, as well as the Library's communication plan.

There will be a board of finance budget meeting on April 19th at the High School at 7pm. Celina, Lucille, Maureen, Joanne, John, Eileen will attend.

There will be a town meeting on May 3rd to set the Town budget at 8pm at the Old Town Hall. Maureen, Joanne, Dawn, Celina and Eileen plan to attend.

FINANCE COMMITTEE:

The committee plans to arrange to meet with Town Finance Dept. to review SRF – to review that accounting best practices are in place. Other Finance business was included in Director's report.

PROGRAM DEVELOPMENT COMMITTEE:

Tech classes are going well. Leo's will continue every 4th Wednesday of the month

Captain Comer Celebration plans are ongoing

Newborn program can be promoted through birth certificate mailings through town.

Lucille shared World Wide Knitting poster

Card Making program is a possible new offer as is Soul Collage

Forms will be included in summer reading program materials promoting children get their own library cards.

Blood Pressure Readings offered at both libraries is also in discussion

GOVERNANCE COMMITTEE:

No report

BOARD TRAINING: Lucille reviewed the variety of policies that apply to Libraries

UNFINISHED BUSINESS:

Ad Hoc Fundraising Committee will meet on April 25 at 7pm at the Rathbun to finalize the brochure and work on the Advocacy Plan. We will have a Library Open House on September 24th as one of our Advocacy initiatives.

June 9th will be our Friends/Supporters get together. Celina and Michael will work on the save the date invitations, to be distributed ASAP. This gathering will take place at the Rathbun.

FRIENDS:

Joyce reported on the Friends donation of funds for Large Print books in memory of Barbara Boynton. Joanne has offered to drive her vehicle alongside the Friends Float in the Memorial Day Parade – allowing less mobile members to join the group. The Friends also voted to donate funds to purchase AV equipment.

Michael reported for the Rathbun Friends who have donated funds to purchase Genealogy Pass to Godfrey Library and a printer.

ADJOURNMENT: The meeting adjourned at 7:50 pm

The next meeting of the East Haddam Public Library System will be on May 12 at the Rathbun branch.