

# **EAST HADDAM PUBLIC LIBRARY SYSTEM**

## **BOARD OF TRUSTEES MEETING**

**May 12, 2016**

**6:30 pm at the Rathbun Branch**

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

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

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

**APPROVAL OF MINUTES:** Minutes from the April 14, 2016 meeting were approved as written.

### **REPORTS:**

#### **DIRECTOR'S REPORT:**

Miranda is leaving the end of the month. Michael will work with the existing staff to fill the 3 ½ hours per month that she worked. Programs have been going well. Most recently, Cinco de Mayo and the Teen lock-in were both very successful. Maria from Chestelm will be doing blood pressure checks at both branches and will offer a greeting card program at Rathbun. The next tech night will be May 18 at 4:30. All trustees that need help bookmarking google docs – this is your opportunity to get that help.

Library Directors are planning a rally up in Hartford at the State Library regarding the C-Car issue.

The photograph policy for pictures taken at events was discussed and it was agreed upon that on *the signup sheet and/or on the website notifies parents that by participating in library programs they understand that photographs may be taken at the event and used for publicity purposes. These photographs may contain photos of participants including children.* John made a motion to accept this policy. Joanne seconded. The motion was approved unanimously.

We would like to apply for two grants – Michael has filled out the grant application submission for the board of finance. Questions were raised about the pre-approval process and will be discussed with the Town. Maureen made a motion to approve the grant applications. Dawn seconded. The motion was approved.

Roger Stube reported on the Rathbun Friends. Funds are down from their most recent drive. The dedication stone for the garden which honors Georgiana Costa has been engraved. Summer programs are being planned. The transformation of the reading room is near completion. A plaque will be installed in memory of Nancy Giesey in that room. There was spirited conversation about the Friends organizations.

Michael reported for the Friends of East Haddam Free Public branch – they are planning to be in the upcoming Memorial Day parade.

#### **FINANCE COMMITTEE:**

Dawn reported that she and Michael plan to meet with the Town about systems to make sure that we are following all the steps in our financial practices – this meeting will be scheduled in June. She reminded everyone about the budget vote on Tuesday – please do so. The Value of Service calculations was passed around – this will be a great tool for all to use in advocating the true value of the libraries. Joanne will ask the Moodus Veterinarians about their directed donations to see if they will direct funds to the Libraries.

#### **PROGRAM DEVELOPMENT COMMITTEE:**

Lucille reported that the committee is lining up a professional organizer to speak at the libraries this summer. The committee has been working on the upcoming survey. There was discussion about the questions and suggestions made. Lucille discussed an article in INC. Magazine about Maker Spaces – one in New London. The role of the Committee was also discussed.

#### **Governance:**

There was no report this month.

#### **Ad Hoc Advocacy Committee:**

The brochure is still being worked on – soon to be ready to be printed. Maureen H. will be adding a page on the website about donating books – how to. We were reminded to put Sept 24 on our calendars – that will be the date of our open house – save the date will be sent out in July. We will look to create a brochure for the system – instead of individual branch brochures. Also need to create some info sheets and monthly calendars. Need to create a policy regarding donations. The next Ad Hoc Meeting will be on May 23<sup>rd</sup> at 7:30pm at the Rathbun branch.

#### **Michael reviewed the role of the of the Library Director (ACLB Chapter 6)**

#### **UNFINISHED BUSINESS:**

Celina reported on the June 9<sup>th</sup> Friends/Supporters Gathering. Invitations have gone out. Celina will send a reminder email later in the month. Trustees will provide the food and beverages. Roger will donate table coverings and Eileen will provide paper goods.

#### **NEW BUSINESS:**

Handicap Access: The trustees are concerned about the libraries' lack of handicap access. Michael will arrange for this subject to be put on the next Selectman's meeting agenda.

June 1 is the target date for one Face book page for the system.

**ADJOURNMENT:** The meeting adjourned at 8:15 pm.

The next Trustee event will be our gathering on June 9<sup>th</sup> at 6:30 – in the Rathbun garden, weather permitting (no meeting).