

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**January 10, 2018**

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

**TRUSTEES PRESENT:** Dawn Barlow, Juliana Tryon Ranaudo, Jane Chisholm, Vicki Riley, John Bielot

**TRUSTEES ABSENT:** Bill Barney, Janine Broe, Andrea Pascal

**ALSO PRESENT:** Michael Gilroy

The meeting was called to order at 6:38pm. A motion to accept the Minutes from the December 13, 2018 meeting was made by J. Chisholm, D.Barlow seconded, minutes were approved.

**Director's Report**

The Budget draft and narrative have been completed and submitted. M.Gilroy has already met with Cindy Varricchio to understand the expectations. Trustees should try to read the report and to attend the budget meetings, particularly the upcoming BOS workshop.

There is still a need for a part-time staff member to cover hours and grant writing but this is not written into this year's budget.

The Facilities Planning Committee recommendation will be brought to the Round Table/10 Year Planning Committee.

There are movies being stolen at EHFPL. For the time being disks are held behind the desk.

**Committee Reports**

**Program Committee:** The committee will be meeting at 3pm going forward. M.Gilroy spoke with Youth and Family Services regarding a Fall program for anti-bullying that will likely take place in the school.

A Fischer program is scheduled for February and Harp music will take place in March.

**Governance Committee:** The committee is working to condense the manual by end of year. The Director will need an annual review. The Board agreed the Governance Committee will come up with a draft form to be used. The monthly Chair meeting with the director will take place at 6:45pm before each Finance Committee meeting.

M.Gilroy will work on determining timing for staff reviews, which should take place annually. Timing will be determined by the next meeting.

**Finance Committee:** The committee has reviewed the draft budget and narrative. The group has been discussing revenue sources.

There is a meeting on 1/14 with Cindy Varricchio to discuss several issues and hopefully get a better understanding about why the trust and endowment funds continue to drop.

**New Business:** The annual Book Sale committee meeting will be held on Wednesday, January 16<sup>th</sup> at 6pm at EHFPL. It will need to be decided who can/should sponsor the event and Friends groups should play an important role.

The meeting was adjourned without objection at 7:56pm.

The next meeting will be February 14, 2019 at the Rathbun Branch.