

EAST HADDAM PUBLIC LIBRARY SYSTEM

GOVERNANCE COMMITTEE

December 13, 2017

5:30 pm at the EHFPL Branch

TRUSTEES PRESENT: Jane Chisholm, Juliana Tryon Ranaudo

ALSO PRESENT: Michael Gilroy

Review of 2018 Board Calendar

The calendar was reviewed and a draft version agreed upon. The calendar will be discussed at the December 14th Board meeting.

The key change is that the Governance Committee will meet quarterly on the Wednesday before the BOD meeting at 5:30pm.

Elect Chair(s) and Secretary:

Juliana Tryon Ranaudo will serve as Committee Chair and Secretary until the July 2018 Committee meeting.

Proposed Manual Updates:

The town representative listed on page 12 and 101 is currently Sue Link. This should be updated to Robert Smith. We will also need to update the Board of Finance contact, currently listed as Harvey Thomas.

The timing of the annual assessment discussed on page 50 is under discussion. There is a proposal to change this from end of year to July.

Jane will reach out to Maureen Gillis to request the master Word version of the manual.

New Business:

There was a discussion about creating a centralized digital folder for the manual, calendar and meeting minutes. The Governance Committee will be responsible for ensuring the most current calendar and manual are available in this folder. Michael will work on creating the folder.

Our next meeting will be January 10, 2018.