

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

***GOVERNANCE COMMITTEE***

**January 10, 2018 at 5:30pm**

**EHFPL Branch**

**TRUSTEES PRESENT:** Jane Chisholm, Juliana Tryon Ranaudo

**ALSO PRESENT:** Michael Gilroy

The meeting was called to order at 5:30pm.

**Approval of Minutes:**

Minutes from the December 13<sup>th</sup> meeting were unanimously approved.

**Review of 2018 Board Calendar:**

The calendar was updated to correct the term BOD (Board of Directors) to BOT (Board of Trustees). Dates for the Co-Chairs meeting and designation of the Program Committee Chairperson are outstanding.

The calendar will be discussed at the January 11<sup>th</sup> Board meeting.

**Review of Manual:**

The committee will be proposing several manual updates aimed at simplification. For example, names of staff will be listed on the library website and the manual shall point to the website for the current information.

The circulation numbers and Trustee contact information will be updated in the manual.

All changes will be tracked and submitted to the entire BOT for final approval.

**Annual Assessment of Board:**

For the calendar year 2017, the questionnaire compiled by Maureen Gillis will be utilized and the 5 BOT members who served in 2017 will be asked to complete this questionnaire prior to January 22<sup>nd</sup>.

The Governance Committee will work on simplifying the questionnaire for use next year.

**Other Business:**

Michael has created the centralized digital folder for maintaining and archiving the manual, calendar, meeting minutes and other important documents. All BOT members will have access. Organization of the folder was discussed. Michael will begin working on it and Governance Committee members will assist.

The next meeting of the Governance Committee will be April 5, 2018.