

Meeting Minutes

EAST HADDAM LIBRARY SYSTEM – Governance Committee

August 8, 2018 – 5:30pm

EHFPL Branch

Trustees Present: Juliana Tryon, Jane Chisholm

Also Present: Michael Gilroy

Call to Order: The meeting was called to order at 5:34 PM.

Approval of Minutes: Minutes from the April 11, 2018 meeting were unanimously approved.

Review Board Calendar:

The calendar was updated to add the upcoming planning committee meetings.

The December date for the 'Night on the Green' remains to be determined.

The calendar will be presented to the Board for an accuracy check at the August 9th Board meeting

Discussion of vacant seat:

The Manual was reviewed for guidance on filling vacancies, including information in:

- item number 4, (page 23);
- Appendix II, Article III, Section 2 (page 25);
- Appendix XXIV (page 98).

The Town Clerk has been notified of the vacancy. The remaining Trustees will recommend a qualified individual to the Board of Selectmen (in accordance with Connecticut General Statutes Section 9-220 and Section 9-167-d) to fill the vacancy until the next municipal election, at which time the new Trustee will be elected to fill the remainder of the vacated term. Currently, the Trustees are represented by equal numbers of members from the two major parties.

Example Questions listed in Appendix XXIV of the Manual (page 98), for Trustee vacancy interviews, were reviewed and revised to:

Trustee Vacancy: Example Interview Questions

- POSSIBLE QUESTIONS:
 - Have you volunteered at the librar(ies)? How often? Tell us about your experiences.
 - Have you been involved with Friends? Tell us about your experiences.
 - What skills and experience would you bring to the Board?
 - Where do you see the Library System in 10 years? What changes would you like to see?
 - We currently have a need in XXX Committee. Would you be willing to serve on this committee? What other committees are you interested in?

Review of the Manual, and Effectiveness Survey:

It was agreed that the Manual will be updated, and the update completed before the 2019 election. The revised version (including a description of the changes made) will be presented to the Board before this date.

It was agreed to update the effectiveness survey for finalization at the Oct. meeting.

Secretary Responsibility:

Jane Chisholm assumes responsibility of Secretary for the Governance Committee.

Adjournment: Meeting adjourned at 6:15 PM; next meeting (Governance Committee) will be Oct 10th.