

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**October 11, 2018**

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

**TRUSTEES PRESENT:** Dawn Barlow, Juliana Tryon Ranaudo, Andrea Pascal, Jane Chisholm, John Bielot, Bill Barney

**TRUSTEES ABSENT:** Janine Broe, Vicki Riley

**ALSO PRESENT:** Michael Gilroy

The meeting was called to order at 6:37pm. A motion to accept the Minutes from the August 9, 2018 meeting was made by J.Chisholm, A.Pascal seconded, minutes were approved.

**Director's Report**

The programs are well attended and received. Baby Time has opened a second session and Dungeons and Dragons attracted over two dozen participants.

The town has hired an outside consultant to review Town Department Head job descriptions. This is done regularly about every ten years. Any changes to the job description will be updated in the Manual.

**Committee Reports**

**Program Committee:** The committee has not met. The Dog Days of Summer was cancelled due to extreme heat and was not rescheduled. There will be a Wild Turkeys program for children in November. The Board suggested adding a Wild Turkey program for adults as well.

**Governance Committee:** The committee reviewed the 2018 calendar and created the 2019 calendar. The 2019 calendar was presented for review and will be submitted to the Town Clerk.

The annual Board Effectiveness Survey was finalized and was distributed to the Board members to complete.

**Finance Committee:** The October meeting was not held due to lack of quorum. The year-end financials were reviewed in September. The Rathbun Trust contribution continues to fall. The committee will ask Cindy Varricchio for a meeting to discuss this and other issues.

With the next budget cycle approaching, M.Gilroy will present to the committee his collected data about the effect of not filling the Assistant Director position.

**Planning Committee:** The group reviewed the various site options and are compiling the pros and cons of each option. B.Barney and others met with the First Selectman.

The Committee intends to have a proposal ready for the Board by December. The Board will then need to present the recommendation to the Tri-Board committee in January.

**New Business:** There was a discussion of the most important Library features that the Board would like to see in a new or updated facility. In addition to adequate room for materials, the top five features are as follows:

- Flex Space (meeting space/program space/study space)
- Computer and Technology
- Amenities (drinking water, bathrooms, kitchen, storage, parking, ADA compliance)
- Children's Space and Youth/Teen Space
- Historical and Archive

Good, natural lighting, a coffee bar and maker's space were also ideas that came up.

The meeting was adjourned without objection at 8:07pm.

The next meeting will be November 8, 2018 at the Rathbun Branch.