

## Meeting Minutes

### EAST HADDAM LIBRARY SYSTEM – Governance Committee

October 10, 2018 – 5:30pm

#### EHFPL Branch

**Trustees Present:** Juliana Tryon- Tryon-Ranaudo, Jane Chisholm

**Also Present:** Michael Gilroy

**1. Call to Order:** The meeting was called to order at 5:40 PM.

**2. Approval of Minutes:** Minutes from the August 8, 2018 meeting were unanimously approved.

**3. Review Board Calendar:**

The calendar needed no updating. The calendar for the remainder of this year will be presented at the October 11, 2018 Board meeting an accuracy check.

The December date for the 'Night on the Green' was announced as Dec.5<sup>th</sup>: the first Wed. of the Month.

**4. Board Effectiveness Survey**

An update of the Board Effectiveness Survey was drafted for proposal at the October 11, 2018 Board meeting.

**5. Board of Trustees Manual**

A plan for updating the Manual of the Board was developed, to meet the planned completion date before the 2019 election. The revised version (including a description of the changes made) will be presented to the Board before this date.

**6. Discussion of vacant seat**

No candidate has yet been identified to fill the vacant seat on the Board.

The Board Manual guidance regarding filling this vacancy was reviewed at the August meetings (item number 4, (page 23); Appendix II, Article III, Section 2 (page 25); and Appendix XXIV (page 98).

**7. Other Business**

The 2019 Meeting Calendar was drafted, for presentation at the October 11, 2018 Board meeting.

The timely delivery of all Committee Meeting minutes to the town was discussed.

**8. Audience of Citizens**

No input was received.

**9. Adjournment:**

The Meeting adjourned at 6:15 PM; the next meeting (Governance Committee) will be in January 2019.