

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

November 14, 2019

6:30 pm at the Rathbun Branch

TRUSTEES PRESENT: Dawn Barlow, Juliana Tryon Ranaudo, John Bielot, Bill Barney, Chris vanValkenberg, Chris Delisle

TRUSTEES ABSENT: Janine Broe, Jane Chisholm, Vicki Riley-Pach

ALSO PRESENT: Michael Gilroy, Rob Smith

The meeting was called to order at 6:33pm. A motion to accept the Minutes from the September 12, 2019 meeting was made by B.Barney, J.Bielot 2nd. The minutes were approved.

Director's Report

Dutch Oil stopped by both libraries to access the logistics of installing new boilers.

There was a heating issue at the Rathbun at the beginning of last week. We do not yet have any information as to what the financial cost or next steps are.

The Board of Finance has approved a new process for Capital Budget items that should make things more efficient.

The Annual State report is due shortly and copies will be provided to all board members for review.

The budget process for next year has begun.

Family night on Moodus Green is December 4th and Light up the Holidays with the Community Lions starts November 25th. The Holiday Artisan Market will be December 14th and will feature over 25 vendors.

The Friends of EHFPL had a successful book sale, raising over \$1,000. This is anticipated to become an annual event. They are also working on their annual auction and hosting Mrs. Claus for Family Night.

The Rathbun friends are finishing up their annual mailing and will be creating holiday book bundles.

The Riverview Cemetery Association meeting is coming up. We anticipate requesting funds for museum passes, genealogy databases and furniture.

There is an ongoing controversy regarding how the publisher MacMillan charges libraries for e-books. Neighboring libraries have put together a great op-ed that we should consider signing.

Committee Reports

Program Committee: The committee members were not present to report.

Governance Committee: The committee did not meet but distributed a draft of the updated manual. It will be voted on at the December meeting. The year end survey will go out to board members shortly.

The Calendar will also be reviewed at the next meeting. Committees are asked to finalize their meeting times.

Finance Committee: The committee reviewed the capital projects, talked about the library bequest policy and began working on the budget.

The committee felt 4 new items should be included: "Monies to enhance the Library's Collections; keep staff salaries in line to library salary norms; monies to enhance the programs offered by the library; increased monies for maintenance projects."

The phone line was overbudget this year due to higher fees from Comcast vs. Frontier.

Unfinished Business:

1. EHFPL Building Transfer – They are still finishing up the deed transfer details and determining proper signatories. There is nothing that the Library Board of Trustees needs to do for the process. The Board of Finance asked to set up a study committee regarding the possibility of a new library. All Trustees are encouraged to attend BOF meetings to ensure we stay “on the radar”.
2. Community Involvement – D.Barlow suggested working on getting a patron email database up and running to inform people about events, acquisitions, etc. The Program Committee will work on this. We need to continue to show the library’s value to the community.

New Business:

- a. The trustees were sworn in before the meeting by the Town Clerk.
- b. Elect Officers –
 - a. J.Ranaudo nominated D.Barlow for Chairman. J.Bielot seconded the motion. The motion passed without objection.
 - b. D.Barlow nominated J. Ranaudo for Vice-Chair. J.Bielot seconded the motion. The motion passed without objection.
 - c. J.Ranaudo nominated J.Chisholm for Secretary, B.Barney seconded motion. The motion passed without objection.
- c. The Board considered the question of whether the EH Library System should sign the op-ed regarding e-books. B.Barney motioned that the Board should authorize the Director to sign the Op-ed on behalf of the library system. J.Bielot seconded the motion. The motion passed without objection.
- d. The Governance Committee proposed Committee assignments as stated below. B.Barney motioned the approval of the assignments as suggested for the next 2 years. D.Barlow seconded the motion. The motion passed without objection
 - a. Finance Committee – Dawn Barlow, John Bielot, Bill Barney
 - b. Governance Committee - Juliana Tryon Ranaudo, Jane Chisholm
 - c. Program Committee - Janine Broe, Vicki Riley-Pach, Chris vanValkenberg, Chris Delisle

Audience of Citizens:

Rob Smith informed the Board that there will be training offered by the town on how to properly conduct a meeting, including information on FOI in January.

The meeting was adjourned without objection at 8:10pm.

The next meeting will be December 12, 2019 at the EHFPL Branch.