

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

December 12, 2019

6:30 pm at the EHFPL Branch

TRUSTEES PRESENT: Dawn Barlow, John Bielot, Bill Barney, Chris vanValkenberg, Janine Broe, Jane Chisholm

TRUSTEES ABSENT: Vicki Riley-Pach, Juliana Tryon Ranaudo, Chris Delisle

ALSO PRESENT: Michael Gilroy

1. Call to Order:

The meeting was called to order at 6:30 pm.

2. Approval of Minutes:

A motion to accept the November 14, 2019 meeting Minutes was made by Chris V, seconded by Bill and Approved.

3. Reports:

Director's Report:

The Director's Report included information from the newly released State Report summarizing 2019 Library data across CT (libraries' circulation, collection, attendance, budget, etc). In contrast to a state-wide trend of decreases, the data for the EHLS show substantial increases in both attendance and circulation of material, in 2019, especially from young adult and digital collections.

The Budget process is underway, including meetings between the Library Director and the First Selectman and the Finance Director. The Finance Director has recommended that the Library System be given a budget which should include funds for a feasibility study for a new library building. A new joint EHLS Capital Fund is being established including monies to support the feasibility study.

A workshop on budget process is planned, that will include the Library budget. Michael will provide time/location details when they are available.

Mrs. Claus Night (Dec 4th) and Light up the Holidays (Dec 7th) events were well attended; the Pop Up Holiday Market (Dec 14th) is planned. Riverview Cemetery Fund has increased its donation to both EHFPL and Rathbun for specific items.

Committee Reports:

Program Committee: no report.

Governance Committee The Governance Committee did not meet but distributed a document on December 1, listing the key changes proposed for the 2019 update to the Library Manual that had previously been distributed for review (November 12). The Committee received subsequent input on the draft 2019 manual, incorporated it and re-sent an updated version to the BOT members on December 8, 2019. The Committee plans to incorporate additional subsequent input received and any additional input received from today's meeting, and distribute the updated version of the proposed 2019 Manual for review and Approval vote at the January 9, 2020 meeting.

The Committee contacted Town Clerk (Deb Denette) on Dec 2 to provide her with the 2020 BOT Meeting location schedule: starting at the Rathbun Branch and then alternating throughout the year through the January 2021 meeting at the Rathbun Branch. We also let Deb know that the sub-committee meeting schedules will be provided to her following this BOT meeting.

The year end Survey will be sent out by the end of the month. The Governance Committee will maintain the current leadership and secretary and will notify the Board if this changes.

Finance Committee: The Finance Committee did not meet. A special meeting will be scheduled for January.

4. Unfinished Business:

a. EHFPL Building transfer to town

The Quick Claim Deed has been generated; Scott will review it. The EHFPL Reading Room Association representatives are expecting to sign it by end of the year.

b. Community Involvement/Information

Community Involvement was discussed as the main goal of the BOT for the upcoming year, including ways to provide information to the community regarding library functions. The Programming Committee will take the lead. The Library Value calculator created by the ALA, was discussed as one means of estimating the value of the library to the town. Ways to celebrate the 100 year anniversary of the Library were discussed.

c. Board Manual

- i. Changes: A Key Changes document was distributed and discussed, summarizing key proposed changes to the Library Manual. An updated version of the proposed Library Manual will be distributed for vote at the January 9, 2020 meeting.
- ii. Review subcommittee roles: Subcommittee members were encouraged to review the manual specifically regarding the roles-description of their subcommittee.
- iii. Review requirements for posting minutes and agendas, scheduling special meetings: Requirements were discussed.

d. Board Calendar

The BOT calendar below was proposed by Bill, seconded by Chris V and Approved.

The Finance Subcommittee calendar below was proposed by Dawn, seconded by Bill and Approved

The Programming Subcommittee calendar below was proposed by Chris V, seconded by Janine and Approved.

The Governance Subcommittee meeting for January 2020 was proposed for Jan 8 at 6 PM at EHFPL by Jane, seconded by Bill and Approved.

Calendar: EHLS BOT and Subcommittees Meetings					
2020 Month	BOT 6:30 PM, 2 nd Thurs Alternate location ^a		Finance 6:30 PM, 2 nd Mon ^b EHFPL	Programming 5:00 PM, 1 st Mon ^b EHFPL	Governance 6:00 PM 2 nd Wed EHFPL
Jan	9	R	8 ^{Wed}	13 ^{2nd Mon}	8
Feb	13	E	10	3	-
Mar	12	R	9	2	TBD
Apr	9	E	6	6	-
May	14	R	11	4	TBD
Jun	11	E	8	1	-
Jul	9	R	6	6	TBD
Aug	13	E	10	3	
Sep	10	R	8 ^{Tues}	-	TBD
Oct	8	E	5	5	
Nov	12	R	9	2	TBD
Dec	10	E	7	7	
a: Location R = Rathbun, E = EHFPL b: Except where indicated					

e. Proposed 2020-2021 budget

The Capital plan for the 2020 EHLS budget includes funds for a feasibility study.

New Business:

Bill proposed a new Business Item B, seconded by Dawn 2 and Approved that: the entire BOT to consider the entire subcommittee calendar for 2020.

Library Board Goals

A discussion was had regarding establishing community outreach and involvement as the primary goal of the library in 2020. Michael will meet with all subcommittees to discuss this, and assist in identifying 1 or 2 individual tangible items that each subcommittee can accomplish toward this goal. Then the full BOT will discuss proposed activity toward this overarching goal.

Audience of Citizens:

No non-BOT citizens were in attendance

The meeting was adjourned without objection at 8:16 pm.

The next meeting will be held on January 9, 2019 at 6:30 PM the Rathbun Branch.