

EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

January 9, 2020

6:30 pm at the Rathbun Branch

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

TRUSTEES ABSENT: Juliana Tryon Ranaudo, Vicki Riley-Pach

ALSO PRESENT: Michael Gilroy, Rob Smith

The meeting was called to order at 6:34pm. A motion to accept the Minutes from the December 12, 2019 meeting was made by B. Barney, C. vanValkenburg 2nd. The minutes were approved.

Director's Report

Due to holidays, not much progress in heating issues

EHFPL: Reading room association signed over the building to the Town of East Haddam on Tuesday, January 7, 2020

The 2020-2021 Budget files can be found on the Google Drive

2019-2020 Major Service Level Accomplishments include increase in: Digital Materials Circulation, Library Visits, Increase in Circulation, Issued 681 new and returning patrons Library Cards, Teen participation doubled.

2020-2021 Major Service Level Goals are: Discussion regarding feasibility of new library facility, Increase adult programs, Refresh children's department layout at EHFPL, Donation solicitation, Local youth engagement, Increase digital offerings

Notable Increases/Adjustments: Increase in CT minimum wage, Increase books/materials to offset rising costs, Communication such as guest speakers, Digital technology, Phone, Funding increase from EHFPL Endowment

Programs: recent Pop-up Holiday Market raised \$290 Upcoming Paint with Friends Jan 14 6:30 pm @ Town Municipal, Rathbun hosting Needlepoint Felting Class Feb 7 6pm, EHFPL Story Time: Beth Schondorf will be retiring end of Jan. Chris v will send a Thank you card from BOT. Contributions can be made to Michael G for chocolates/flowers

Hoopla: Service for library patrons to download/stream content \$3000 included in 2020 budget.

Late Fines: Libraries across the state abolishing fines & fees in lieu asking for donations

Committee Reports-

Finance Committee: Met on 8Jan2020 approved the 1st Draft of the budget. The BOT does need to approve the budget. BOF reviewing the bequest policy; confirming with Town of East Haddam to ensure maintenance budget line is realistic; Goals working on bequest policy, continue to increase revenue

Program Committee: Next meeting is Mon Jan 13 @EHFPL 5pm. Agenda sent to Town Clerk

Governance Committee: The Calendar was set; Draft manual updates to be sent for the next board meeting; Annual Survey received several electronic replies and several copies sent to BOT; Staff reviews by end of January; Google Drive will be reviewed at the next meeting

Unfinished Business:

1. EHFPL Building Transfer – Town Lawyer didn't care for the language on the Quitclaim Deed. It was updated, signed, witnessed and notarized, copies sent to Scott Jezek and Town Lawyer to sign. Should be done in the next few days

2. Community Involvement:
 - a. – Program subcommittee responsibility to suggest more ways to get community involved. Will bring back to the BOT after their meeting on 13Jan2020. Suggestions were made to have themed programs...On this day..., Highlight 100th year anniversary.
 - b. Get weekly articles into the newspaper: Bill B suggested - What books are being read by the book clubs; Top 10 fiction/non-fiction books; What is East Haddam Reading.
 - c. Dawn B mentioned the EHLS email distribution list to make it more professional by using Mail Chimp Service or another email service that can utilize large distribution emails. Bill B asked if donations from the Riverview Cemetery, Friends of Rathbun or Friends of EHFPL can be used to offset this
3. Board Manual and Calendar: Governance committee met, and their meeting schedules have been sent to the Town Clerk. BOT will be receiving the draft copy of the manual to vote for approval at the next meeting.
4. Library Board 2019 Effectiveness and 2020 Goals
 - a. Email distribution
 - b. Increase Adult programs
 - c. Celebrating 100th year anniversary
 - d. Community Involvement
 - e. Work with the town on Library Future: 1st it would be working with BOF & BOS then Planning and Zoning Capital need assessment round table
 - f. Dawn B asked since we have had 1-year goals are we ready for 3- or 5-year goals. A subcommittee was suggested for a 3-year strategic plan and Bill B has volunteered to chair this committee with John B and Janine B as members. Janine made the motion to create the adhoc Strategic Plan Sub-committee. Dawn B 2nd the motion. All members present approved and so it was passed.
5. **New Business:**
 - a. The board will examine the late fine policy and any updates will be effective July 2020
 - b. EHFPL will be re-keyed

Audience of Citizens:

Rob Smith informed the Board that there will be training offered by the town on how to properly conduct a meeting. Mike Gilroy sent an email regarding registration of this training which will be held Jan 30, 2020 from 5-8pm at East Haddam Municipal Office Complex. If you have issues registering online, you can call and get registered.

The meeting was adjourned without objection at 7:52pm.

The next meeting will be February 13, 6:30pm at the EHFPL Branch.