

**EAST HADDAM PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**February 13, 2020**

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

**TRUSTEES PRESENT:** Juliana Tryon Ranaudo, Janine Broe, Jane Chisholm, John Bielot, Bill Barney, Chris vanValkenburg,

**TRUSTEES ABSENT:** Vicki Riley-Pach, Dawn Barlow, Chris Delisle

**ALSO PRESENT:** Michael Gilroy

The meeting was called to order at 6:34pm. A motion to accept the Minutes from 9Jan20 as presented was accepted without objection.

**Director's Report**

Rathbun: Elevator has been repaired and is in good working order.

EHFPL Building Transfer: Temporarily delayed due to a discovered discrepancy on the property size. Should be completed within the month.

Shared Preservation Grant: was approved between Town Clerk's office and the library system to preserve Rathbun's Local History collection.

2020-2021 Budget: Presented at the BOS Workshop on 12Feb20. Had a good showing from BOT. Not many questions on the operating budget and a few on the capital budget. Rob Smith in process of creating new library facility committee.

Upcoming Budget Meetings: 7Mar20 Board of Finance Budget Forum at Municipal Complex Time TBD

7Apr20 Town Budget Hearing at Nathan Hale Ray High School 7pm

14Apr20 Annual Budget Meeting at Town Meeting Hall 8pm

5May20 Town Budget Referendum at Municipal Complex

Programs: Paint with Friends – Successful both Feb and Mar events. Room at Municipal Complex has been reserved for next few months.

Needlepoint Felting Class – Successful in Feb. Another session to be held 20Mar20 (Friends of Rathbun paying for Patron's time to put this event on)

Other events coming up – Wildlife Wednesdays kick off 11Mar20 at EHFPL 6:30pm; Scrapbooking 24Apr20 at EHFPL 6pm; Ancestry.com Workshop 28May20 at Rathbun 6:30pm

Survey Card – Program subcommittee created a Survey Card to gauge patron interest viewed by Trustees. Feedback - Ideas were considered by searching what other local libraries are doing for events; Check Chatham Health for possible lectures; In past Dr. Jeffrey Ranaudo present on Heart Health will see if he can come back; Add "Other" to survey card for patron's suggestions.

Friends of Rathbun: 24Apr2020 Donor Appreciation event

Fourth Fridays with Friends: Working on their annual summer guest speaker series

Goodspeed Musicals This season all 3 plays are books.

Overdue Fines: Discussed further under New Business. Libraries combined take in \$300/month in fines.

## **Committee Reports-**

**Finance Committee:** Met on 10Feb20. Minutes were posted and budget proposed at town budget workshop. Committee will follow up with Bequest plan giving at the 9Mar20 meeting. Value calculator fine tool. Idea of a Book Donation Program for new books. Consider a list of Fiction and Non-fiction. Consider a 5-year strategic plan with concrete goals to be set leading up to the finalized new library building. There are available strategic template programs to purchase, however, they run \$500-\$700. Bill B will research further

**Program Committee:** Met 3Feb20 want to engage the public with event series; Earth day is approaching have an article recognizing the library as a resource for helping the earth: instead of buying books, DVDs etc. come to the library. Have the library put in tips for recycle, reuse, conserve.

**Governance Committee:** Didn't meet in February

**Strategic Plan:** Didn't meet. Bill B will let the board know when they do

## **Unfinished Business:**

1. 2020-2021 Budget & Capital Plan presented at the BOS Budget workshop
2. Board Manual and Calendar: Manual was sent to the entire Board of Trustees. Bill B made a motion to accept the Manual as presented. John B second the motion. All in favor and so passed.
3. Library Board 2019 Effectiveness and 2020 Goals: Survey was conducted, and summary will be sent in form of a link. In general consistent attendance to meetings is needed; review the manual to review the rules; raise awareness for need of a new library; and usage of the library has increased – more than going to the movies
  - a. Email distribution – will be added to program committee agenda for March meeting. Will use MailChimp as resource.
  - b. Programs for Life Long Learning - part of the mission statement. Will add to Survey Card
  - c. Celebrating 100<sup>th</sup> year anniversary – October is the 100<sup>th</sup> year. Work with Historical Society, and Friends Groups to coordinate events. Brainstorm events.
  - d. Future Development of EHLS – Work with Rob Smith in setting up Feasibility Committee
  - e. Community Involvement – General engagement of the community. Mike G willing to speak to community groups on behalf of the library and what it has to offer etc.
4. **New Business:**
  - a. Bill B mad a motion to add the Elimination of fines for new business. Chris second the motion. No objection to add this as a discussion item under new business. Bill B moved to eliminate the over due fines as of July 1, 202. Janine second the motion. A question was brought up as to whether it should be publicized. Mike G confirmed it would be publicized. He would add this to the Newsletter, have an article in the local paper, update the website. The elimination of fines and proposed donations instead has shown to be more profitable and less stress on not only employees but patrons as well. Library will keep track to see if more books are brought back and if donations are higher compared to the fines collected. A vote was cast; all in favor without objection and so passed that the fines will be eliminated as of July 1, 2020

**Audience of Citizens:** None

The meeting was adjourned without objection at 7:57pm.

The next meeting will be February 12, 6:30pm at the Rathbun Branch.