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EAST HADDAM FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 20, 2011

PRESENT: Erica Largen, Jen Davis, Celina Nelan, John Jascot, Sandy Planeta, Joyce McCutcheon, Richard Marsh, Andrew Marsh, Louise Pear, Cheryl McClure, Barbara Boynton, Dolores Tedford, Audrey Martin, Kerry McRae, June Plecan, Barbara Kiley, John Bielot, Nancy Hanks, Denys Shorthouse, Bob Trotachaud, Mark Walter, Maggie Ostroff, Patty Vaselak, Donna McGlinchey, Joanne Maynard, Paul Maxwell, Laurie Prichard, Michael Gilroy, Peg Carlson, Maureen Heidtmann

The meeting was called to order at 7pm by President Joanne Maynard.

Director Michael Gilroy began by welcoming the Volunteers present with a special "Thank you" for all their efforts that go "above and beyond" to support this local library.

East Haddam Board of Finance Chairman Paul Maxwell then spoke in relation to the inquiry that was made by President Joanne Maynard, at the request of the Library Board, for the town to cover insurance for the library director under the town's group plan. He reported that the Board of Finance has agreed to include Michael in the town's plan for the duration of the fiscal year, and it will be necessary for the Library Board to include his next year's coverage in their budget request. He went on to explain that if the Library Board does not have a sustainable investment model, that this may be the time for the library to become part of the Town, rather than a separate entity, making all staff employees of the Town of East Haddam. He feels that may be the way to guarantee the long-term financial health of the East Haddam Library. The Finance Board has created a sub-committee that will create a uniform "financial disclosure" request that will be sent to the library and other separate private or semi-private entities that the town currently includes in its budget.

SECRETARY'S REPORT: Minutes of the July 21, 2011 meeting were read, and amendments added. A motion to accept the minutes with amendments was made by N.Hanks, seconded by D.Shorthouse, all present approved.

TREASURER'S REPORT, 1st QUARTER:

RECEIPTS: \$25,890.59

DISBURSEMENTS: \$26,940.83

BALANCE ON HAND: \$7623.21

MISCELLANEOUS RESERVE FUND: \$15,384.91

SPECIAL FUNDS: \$4968.19

ENDOWMENT REPORT:

BALANCE on July 1, 2011: \$747,656.50

BALANCE AT END OF QUARTER: \$656,319.08

The financial advisor advised John Bielot via email that the account performed negative 4%. A blended benchmark of S&P 500 and Aggregate Bond Index was negative 11.1%. Since October 1st, the account is up 4.2% as of October 12, 2011. He remains relatively optimistic and encouraged with the past two weeks' market action, but high volatility remains the norm.

As good financial news, it was reported by Friends' group, that the fundraising mailing has received \$1329 so far.

Motion to accept Treasurer's report was made by B.Kiley, seconded by N.Hanks. Motion passed.

PRESIDENT's REPORT:

After last meeting, a letter was sent to the East Haddam First Selectman as follows:

July 25, 2011

Dear Mr. Walter,

Thank you for attending our board meeting on July 21, 2011. The Board of Trustees asked me to write to you about a problem that will arise for us in December 2011. At this time, Michael our director of the library, will no longer be able to be on his parent's insurance. Michael is an asset to our library and has brought the library to an outstanding level of service to our community. Because of the tough economic times we have faced for the last two years, we have not been able to afford insurance as a part of his pay. To be honest, Michael Gilroy's pay would not allow him to afford insurance on his own. Michael agreed to this extremely low pay while he completed his degree.

The Board of Trustees for the library would like to request from the Board of Finance that Michael Gilroy, director of the town library, be a part of the town insurance starting in January 2012. Possibly, he could afford what town employees pay as part of their employment. We would continue to pay Michael's salary and would understand that we need to put this in our budget for next year.

We know that this is not in the category of usual requests. We are not looking for insurance for any other employee. Michael is the only one that we feel would qualify for this. We would also like to add that this young man has done so much for our town in the last two years. The community, especially the youth of our town have benefited from his programs. This is not just a place that Mike comes to work. This is the place that Michael has chosen to live and to be an active part of its community.

Thank you for your time and we do hope you can help in the East Haddam Free Public Library's request.

Sincerely,

Joanne Maynard
President of the Board of Trustees

It was in response to this letter, and attendance at the Board of Finance meeting (by Joanne Maynard and Barbara Kiley) that predicated Mr. Maxwell's attendance tonight, and his announcement of insurance coverage for our library director.

And, a 10-year plan was also sent to the First Selectman, as requested by Mark Walter at our last meeting, and is as follows:

July 26, 2011

Dear Mr. Walter,

Thank you for informing us about your new committee, The Financial Needs Roundtable, which is looking into the needs of the community for the next ten years. As the town library our object is to expand the library to meet additional needs of our schools as well as community. Our proximity to the three schools will enable us to continue working with them and necessitates enhancing our facility, to meet the challenges of our changing educational and library systems.

The East Haddam Free Public Library has been an important part of the town library system for 123 years. We have gone from being the primary library for the school system to a partnership with them. We are also working with our youth through programs with the Youth and Family Services.

We would like to inform the committee of our anticipated needs for 2011-2021. We have broken our needs into three parts. The first, part is the need to increase services to our community. The second phase, to renovate and update the existing structure and services. The third, our real need, is major expansion.

Our library serves the community with multiple services. Media needs have been growing at a fast pace and we are an integral part of services to our community. In order to meet the needs of the community, we must expand our programs and add additional hours to staff. Over the last two years we have cut hours and thus limited our program possibilities. This phase should be done immediately at an increase of \$35,000 to our budgeted funds, which will allow our librarian's salary package to be competitive.

The second phase will be renovating and updating the existing structure in the following areas:.

1. Make building handicap assessable, at this time we are operating under a grandfathered allowance and would need to meet all requirements according to code. A small addition to add an elevator would be needed or a special design for ramps in both the lower and upper floors. Price is unknown.
2. Renovation of the bathroom. (Approximate \$5,000) Including septic needs could raise the price even more.
3. Carpets replaced throughout the building. (Approximate needs: two floors-\$10,000)

4. Upgrade windows and doors for energy efficiency. To keep the style of the windows an energy shield or special windows would be needed. (This could be from \$10,000 to \$30,000.)
5. Paint both inside and outside the building. Approximately, \$8,000.
6. Repave the driveway with possible expansion and reconfiguration. \$15,000.
7. Oil tank replaced (we continue to monitor our tank which is in the ground and will be fine for a few years, but within 10 years we will be faced with replacing this tank.) \$10,000.
8. Upgrade furnace as our furnace is approximately 20 years old and more efficient boiler will be needed. \$30,000.
9. Update shelves, storage, and furniture to meet the changes in modern library facilities. Creating a meeting place atmosphere. \$10,000
10. Update computers for patron use and library uses and all other technology need for the next 10 years. Libraries will need to keep up with hardware and software needs.\$25,000. Because of the many changes in media, renting copiers may be needed. (monthly copying charge verses purchasing our own machine.) Approximately \$5,000.
11. Digital archiving of materials. \$5,000.
12. One area that needs to be addressed is the slate roof. New slates and finding companies that do slate roofs are difficult to find. Depending on the present condition and when work is done this could be anywhere from \$10,000-\$40,000.

Phase three will include all of the above but would increase our facility. Our building built in 1920 is not adequate to meet the anticipated needs of the community in 10 years. To do this, we recommend the town seriously consider purchasing the property adjacent to the library which is presently for sale. The property would be needed for any expansion as town maps indicate wetlands are on our existing property.

A new expansion would take into consideration our immediate needs and provide us with a large space to be used for various purposes. It would allow for the expansion of our technology and help us meet the needs of future generations. It is impossible to put a dollar figure to this project.

Please consider this our 10 year plan of action. We look forward to meeting with you and discussing our proposal.

The Board of Trustees of the East Haddam Free Public Library
Joanne Maynard, President of the Library Trustees

LIBRARY DIRECTOR'S REPORT:

- attendance my break last year's record of 21,429
- income was over \$1000; from late fees, the Champion Initiative, and ducks
- library visitors this quarter totaled 5,850
- video again totaled the highest number of borrowed items (but remember that video has a much higher turnover rate, as the borrowing period is considerably shorter than a book).
Second highest item borrowed was Juvenile fiction
- 54 programs took place in the last 13 weeks
- the director again stressed the outstanding value of all staff members

MOTION to adjourn meeting was made by B.Kiley, seconded by L.Pear, and passed.
Meeting was adjourned at 8:50pm.

Minutes submitted by acting secretary Donna McGlinchey.