

**EAST HADDAM FREE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**JULY 21, 2011**

**MEMBERS PRESENT:** Patti Veselak; Joanne Maynard; Donna McGlinchey; Christine Antaya; John Bielot; Denys Shorthouse; Andrea Pascal; Robert Trotochaud; Louise Pear; Barbara Kiley; Celins Nelan; June Plecan; Lucille Gardner; Delores Tetford; Michael Gilroy; Maureen Heidtmann; and Mark Walter.

The meeting was called to order at 7:13 by President Joanne Maynard.

**SECRETARY'S REPORT:** Minutes from the April 14, 2011 meeting were read by the secretary, Christine Antaya and a motion to accept the minutes was made by L.Pear and seconded by D. McGlinchey. All present approved of the report. Correspondence was also read.

**TREASURER'S REPORT, 4<sup>th</sup> QUARTER:**

RECEIPTS: \$29,263.66  
DISBURSEMENTS: \$28,142.85  
BALANCE ON HAND: \$6502.41  
MISCELLANEOUS RESERVE FUND: \$14,901.62  
SPECIAL FUNDS: \$4673.59

A motion to approve the report was made by D.McGlinchey and seconded by L.Pear.  
Motion passed.

**OLD BUSINESS:**

John Bielot reported on the endowment fund. We started this quarter with a balance of \$757,591.90 and ended the quarter with a balance of \$747,656.50. We took our quarterly distribution of \$3500 and paid a management fee of \$2,368.05(about 1 ¼ %). John reviewed the recent history of the endowment, including the new endowment committee which is now working with a broker from Wells Fargo, the legal fiduciary who must take into account our goals for these investments. Our total return for the last fiscal year, net(after expenses) was 22.3%.

**NEW BUSINESS:**

The budget for next year is about \$5000 more than last year, but our concerns are about the costs in the budget that are increasing. To handle these increased costs, our book budget has been cut to \$4000 this year. The staff were able to receive a 2% raise. Mr. Walter, the First Selectman, addressed the budget and discussed State Library cuts, if the

unions do not change their vote. He believes that we may want to think about a doomsday budget plan for the library. There is also a long range plan committee set up in the town and they have requested a 10 year long range plan from us and other town departments, with a report due on August 10<sup>th</sup>. The report should cover what we might need from the town in long-range capital? This is so the town can prioritize the list. He sees us as a viable key component to the town. How do we pitch this to the town and its residents?

If we have emergency problems, feel free to ask for help. Immediately come to the Board of Finance. We need to complete this report as a place holder for our future development plans. Try to work with the Rathbun Library and discuss what our mission is and what their mission is.

In tough times we need better salesmanship. Think big and do not be afraid to ask. This is for the Financial Needs Round Table. Stay positive. This is a fantastic library. You are doing all the things you need to do.

**ELECTION OF THE NEW OFFICERS:** The following trustees have been nominated for the 2011-2012 year:

President: Joanne Maynard  
Vice President: Donna McGlinchey  
Treasurer: Patti Veselak  
Assistant Treasurer: Robert Trotochaud  
Secretary: Christine Antaya

A motion was made by D.Shorthouse and seconded by Louise Pear to have the secretary cast one vote for the new slate of officers. All approved the new slate.

Joanne Maynard also reported that she met yesterday with the town clerk, Deb Denette about our method for appointing new trustees when one resigns. This method was clarified for us so that we follow state laws for elected town officials. Trustee Earl Blanchard was therefore appointed by the Board of Selectmen to replace Judy Bos upon the recommendation of the Library Trustees. We currently have 3 names for the next appointments.

We also have to maintain minority party representation. We can check with the town clerk to make sure that we are complying with party balance (no more than 12 from one party). In addition our sub committees need to send their meeting dates, agendas and minutes to the town clerk, just as we do for the regular trustee meetings. This is because we are the town's official library and are conducting town business. Minutes need to be sent within 7 days to the town clerk.

According to Mr. Walter, if we want our staff to have town employee benefits we need to ask for it. We need to be more aggressive about our needs. Pull together a key sub committee that is a link between the board of selectman and the board of finance. Add Mr. Walter to our e-mail list for meetings.

### **DIRECTOR'S REPORT:**

The theme continues to be Project Excelsior. We saw an all-time high for attendance this year, because of all the programs, with over 300 people at the Art Show. Daily income has grown 54% over last year. There were modest gains in circulation this year. Michael reported on the most popular items taken out by the public this year and also reviewed the daily income from our various daily sources. The Antique Road Show was successful with a lot of help from the Friends and the Champion Fundraiser is doing well. There were 47 various programs this past quarter. The Writing Club will be coming out with a book this fall. About 200 people attended the Quatro de Mayo program. Michael gave a program at the Historical Society about the library's history. This will be repeated in October for the Library's 123 year anniversary. The Friends also did well with the book sale at the Historical Society. This month's book is Fly Away Home by Jennifer Weiner. There are 4 summer reading programs currently being held. We plan on involving the schools more next year, especially with the reading program.

Building issues: We are having some problems with the bathroom and Maus and Co. came to repair the problem. The window sills still need to be painted. We also need more foam tiles for the Children's Library.

Michael also gave a staff update with great praise for all the staff and the superb job they are doing.

### **COMMITTEE REPORTS:**

Barbara reported on the Book Committee. We plan to have a town wide mailing to raise funds for the book budget this fall.

The Nominating committee gave their report for the election of officers earlier in the meeting.

The Grant committee will get going again now that June is better.

Building Committee: John is on vacation. We do have a new doormat and he is going to put a brace on the picnic table when he gets back. Mr. Walter stated that the town can provide us with a load of topsoil if we need it.

Finance committee developed the budget of \$109,328 for disbursements during 2011-2012. We need to decide if we want to lock in the cost of oil of \$3.799 for 1200 gallons. A motion was made by D. Shorthouse and seconded by J. Bielot to lock in the cost. A motion was made by B. Trotochaud and seconded by D. McGlinchey to raise the amount to 1300 gallons at this dollar amount.

Personnel Report: Donna stated how much we appreciate the staff and gave specific examples of their contributions. (a copy of her report will be filed with these minutes).  
Technology Report: We got the new tv; computers are all now updated to Windows 7; a large new movie screen. The town is looking to convert to voice over IP according to Mr. Walter.

**MOTION TO ADJOURN** made by D. Shorthouse and seconded by D. McGlinchey.  
The meeting was adjourned at 9:05 pm.

Minutes recorded by Secretary Christine Antaya

