

EAST HADDAM FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 17, 2013

MEMBERS PRESENT: Patty Veselak; Joanne Maynard; Donna McGlinchey; Christine Antaya; John Bielot; Louise Pear; Barbara Kiley; June Plecan; Lucille Gardner; Michael Gilroy; John Jascot; Maureen Heidtmann; Earle Blanchard and Mark Walter.

The meeting was called to order at 7:00 by President Joanne Maynard.

SECRETARY'S REPORT: Minutes from the October, 2012 meeting were read by the secretary, Christine Antaya and a motion to accept the minutes was made by Louise Pear and seconded by Donna McGlinchey. All present approved of the secretary's report.

TREASURER'S REPORT, 4th QUARTER:

BALANCE ON HAND: \$3,953.74
RECEIPTS: \$ 35,939.59
DISBURSEMENTS: \$ 30,985.42
BALANCE ON HAND 12/31: \$8,907.91
MISCELLANEOUS RESERVE FUND: \$17,977.29
SPECIAL FUNDS: \$ 6,936.71

John Bielot reported on the Endowment Fund as follows: opened at \$764,618.10 with and the closing value at the end of the quarter was \$771,046.51. With expenses the total change in value was \$6,428.41. Brian Bishop, our financial advisor at Wells Fargo reported that for the last calendar year our net investment return was 11.9%.

Motion to accept by June and seconded by John Jascot

OLD BUSINESS:

The new windows are in place including the new paladian window. Mike Maus would like to do a static test on the boiler. Brad Parker is ready to go with the inside painting and the outside window sills. River's Edge staff members were here to discuss new stairwell carpet.

We discussed the boiler issue. There is a temperature monitor installed with e-mails sent to people's computers and this is set to send alerts every 30 minutes if the temperature drops below 60 degrees or goes above 130. We have to talk to the fire marshall on how to ventilate this room so that the temperature does not rise so high in the winter.

The cost of a new drop box is about \$3,000.

The personnel committee reported that all staff reviews were completed. All are doing well.

The Friends had a very successful fundraiser and they generously purchased DVD's and a new electric snow blower for the Library.

DIRECTOR'S REPORT:

Michael reported on the Unified System with him as the Director of both libraries. Library visits are up with 300 more patrons compared to last year at this time. We have 320 new items. We have an increase in active patrons: 3808 with 102 new patrons.

Circulation: 4324 items went out. Our numbers have continued to go up over the last three years.

This year is Project Legacy. The Theme: Celebration because it is the 125th anniversary of the library. The goal this year is to bring greater awareness of our history.

More hours need to be considered. 35 staff shifts need to be available. Extra hours needed for programs. Wants 55 hours open instead of 42 hours which we have now.

TRANSITION COMMITTEE REPORT: UNIFIED LIBRARY SYSTEM

Report by First Selectman Mark Walter: The trustees and town representatives had to go to the Attorney General to have changes made in the Rathbun endowment approved. According to the AG changes can be made. The town staff and attorney then went to probate court. The court approved the town to receive the endowment and use it to operate the library with certain restrictions. The town must report to Probate Court if any changes are made. The library will be called the Rathbun Free Memorial Library. This is in line with the other trusts that the town has like the Ray Board. We will be separate libraries for our trusts but sister libraries for everything else, with two streams of money: each trust and the town contribution. There will be one board – our current board with openings made up of Rathbun volunteers. There are currently two openings.

The town envisions two libraries with their own trusts with the town being the major financial supporter of the unified system. We can continue with an elected board, but perhaps not on a “big election” cycle. Mark envisions that we be the board with openings filled by Rathbun members. This EHFPL board will be the board for the unified system. Mr. Walter recommends that we fill our two current openings with Rathbun volunteers and also future openings.

As soon as we have everything done legally there will be a town meeting and have it voted on by the public. According to Mark, our trust is not being touched – it is not changing at all. We need to consider taking the same % as the Rathbun, (3.5%) and the

difference will be made up by the town. The budget will be done by the town and public works will do repairs and building up keep.

When will we be doing this? The hardest work is done. We are concerned with the hours of the Library Director. We need more paid hours for staff here. There will be one budget and one staff. They will work as town employees. The bills will be paid by the town and all we have to do is oversee the trust. How do we put our budget together? So who presents the budget?? This will be done by the Director. We should assume that the budget for the new unified system starts July 1, 2013.

The town is setting up a shared services department which will provide computer services etc. along with for the schools.

We should continue with all of our plans for this year with changes starting on July 1, 2013. On July 1st, if the town approves, this will happen.

The Board thanked Mr. Walter for the hard work that he and the town staff accomplished. Thanks also to our committee members for their hard work.

We should invite the two members from the Rathbun now with names sent to the town.

MOTION TO ADJOURN made by John Bielot and seconded Donna McGlinchey . The meeting was adjourned at 8:43 pm.

Minutes recorded by Secretary Christine Antaya

EXECUTIVE SESSION
7-19-2012

The Executive Session began at 8:50 p.m. Our main discussion was about personnel.

Our requested budget and capital improvement was approved by the town. Total is \$143,000 plus.

Staff received a 2% raise this year.

A motion to adjourn was made by Dennis and seconded by John Bielot at 9:00 pm.

