

**EAST HADDAM FREE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**OCTOBER 21, 2010**

**MEMBERS PRESENT:** Patti Veselak; Joanne Maynard; Donna McGlinchey; Christine Antaya; John Bielot; Denys Shorthouse; Andrea Pascal; Bill Denny; Barbara Kiley, Earle Blanchard, Fred Gagnon; and June Plecan.

The meeting was called to order at 7:03 by President Joann Maynard.

**SECRETARY'S REPORT:** Minutes from the July 15, 2010 meeting were read by the secretary and a motion to accept the minutes was made by B.Denny and seconded by B. Kiley. A thank you note from Kathleen Desrosiers was shared with the Board. All present approved of the report.

**TREASURER'S REPORT, 1st QUARTER:**

RECEIPTS: \$24,071.98  
DISBURSEMENTS: \$29,057.50  
BALANCE ON HAND: \$2744.26  
ENDOWMENT VALUE: \$679,215.86  
RESERVE ACCOUNT BALANCE: \$ 13,414.95  
SPECIAL FUNDS BALANCE: \$6,059.29

This has been a big transition and very difficult for our new Treasurer and the 3 month spread sheet balanced! A major expense was the new alarm system. John Bielot reported on the endowment. The total market value of the endowment increased from the July amount by \$65,142.07 due to the improved market. A motion to approve the report was made by D. McGlinchey and seconded by Bill Denny. Motion passed.

**OLD BUSINESS:** The Lions Club donated \$1000 and we held a discussion about how to use this donation. Michael would like to expand the teen collection and young adult programming. Motion by B. Kiley and seconded by Andrea Pascal. This motion passed unanimously.

**NEW BUSINESS:** Joann also requested the staff to come up with a wish list for donations and a packet was put together with staff ideas for what the library needs. Some ideas: landscaping; dvd's; magazine spinners; audio books; new refrigerator and a deeper sink; large print books and new foam tiles for downstairs. We will make a request to the high school students in town develop a landscaping plan.

**Committees:**

Book/Program Committee: Chairman Barbara Kiley, members: Donna McGlinchey, June Plecan, Andrea Pascal, Louise Pear.

Grant Committee: Chairman June Plecan, member Earle Blanchard.

Building Committee: Chairman John Jascot, members Bill Denny, Denys Shorthouse, Dale Duby.

Policy Committee: Chairman Denys Shorthouse, members Christine Antaya, Patty Veselak.

Finance Committee: Chairman John Bielot; members Patty Veselak; Bob Trotochaud; Dale Duby.

Long-range Planning: John Jascot; members Barbara Kiley and John Bielot.

Personnel Committee: Chairman Donna McGlinchey, members Christine Antaya and Earle Blanchard.

Nominating Committee: Chairman Nancy Hanks and member Donna McGlinchey.

Technology Committee: Chairman John Bielot and member Bill Denny.

**DIRECTOR'S REPORT:** Michael reported on the petty cash account using a new reporting system. Total income for the period was \$1282.95. This includes various fundraising sources.

Circulation has increased by 20% and 909 new items were added to the collection this quarter. 39 programs were held this quarter. The Champion Initiative has increased a number of popular items. Attendance has tripled over last year. The staff has also worked with many community organizations. They have worked to create a comfortable atmosphere. DVD's are the most popular item. The teen collection has been very popular. There are now two movie nights per month. One is a good movie night and a bad movie night. This was a very successful quarter. We have also had an increase in the number of middle school and teens using the library. They feel very welcome and the staff has developed a bit of a mentor relationship with the students. The change in hours has been instrumental with this. The staff also works with teens to help them write and then do an in-house printing of the compilation using new graphic arts software.

**Staff Report:** Summers are the busiest time here so the staff didn't take much vacation. Laurie is the new staff member to fill Kerri's position filling the inter-library loan requests. As a new staff member Laurie has resigned as a corporator of the library. Maureen has done a great job with all the library's graphic arts and has done a great job and is now the Assistant Director.

The Fall auction will now be extended until Dec 3<sup>rd</sup>, so that we can have it for Mrs. Claus night on Dec. 2<sup>nd</sup>. A special thank you goes to Fred Gagnon for the invitation to visit the Lion's club. Dennis is a great Champion supporter. Andrea and Barbara have been great rubber ducky supporters.

**MOTION TO ADJOURN** made by Bill and seconded by Donna. The meeting was adjourned at 8:25 pm.

Minutes recorded by Secretary Christine Antaya.

**EXECUTIVE SESSION OF THE EHFPL BOARD OF TRUSTEES**  
**October 21, 2010**

This meeting of the trustees was called to order by President Joanne Maynard at 8: 30 pm.

Patti Veselak reported on a very difficult time setting up as a new treasurer and learning by doing. We still have problems balancing out petty cash. The major problem was major bills coming due this quarter. A discussion was held regarding staff hours and the new treasurer. Earl will work with Mike to set up the accounting system.

We need to determine how to account for the Champion Fund. He needs invoices and log them into a ledger book.

We need to budget staff hours for the entire year. Earl will work with Mike to help him set up this staff time budget. Patti will make up a list of how many hours each staff member has left.

Bill Denny made a motion and seconded by Dennis that we present the bill for the new alarm system to the Town for payment. Our new president will contact the town about this.

Fines: Let the director handle issues with large fines and he should send notes with the large fines. He can do automatic renewals or set up school accounts. People should come in and talk to the director.

Motion to adjourn made by B. Denny and seconded by B. Kiley. The executive session adjourned at 9: 13 pm.

Minutes recorded by Secretary Christine Antaya