

RECEIVED FOR FILING
East Haven
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EAST HAVEN, CONN

Lisa Balter
TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY INC.
BOARD OF TRUSTEE MEETING MINUTES
NOVEMBER 16, 2023**

PRESENT: Amy Derbacher, Melissa Meagher, Christopher Brown, Stephen Haddon, Michele Kiley-Consentino, Katy Klarman

ABSENT: Kara Canney, Erika Santiago, Kristen Schimanski

OTHERS PRESENT: Sarah Mallory-Library Director, Judy Celone-Library Treasurer, Lucille Huelin-Board Clerk

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:03pm.
2. **Approval of Minutes:** The minutes of the October 2023 meeting were reviewed. #1 **Melissa Meagher made a motion to approve the minutes from the October 2023 meeting. Michele Kiley-Consentino seconded the motion. The motion carried.**
3. **Public Comment:** None
4. **Correspondence:** The library received a \$500.00 donation from the Friends of Haganan Library to be used for holiday decorations. Melissa Meagher asked about the type of decorations and Sarah Mallory stated the decorations will represent all the different holidays celebrated in the next month.
5. **Treasurer's Report:** The financial report was reviewed. #2 **Melissa Meagher made a motion to approve the Treasurer's Report. Michele Kiley-Consentino seconded the motion. The motion carried.**
6. **Director's Report:** **a. Staffing:** In November, a meeting was held with the staff to discuss policies and self-evaluations. Sarah Mallory will be meeting with each staff member in the new year to discuss evaluations. All staff and volunteers have received name badges to wear while working. One of the staff will be leaving to take a full-time position with the Yale Libraries. **b. Building:** Sarah Mallory met with Charlie Coyle from the DPW. They discussed the repairs that were needed to the building. The DPW will be able to replace the two extension cords with permanent wiring. They are not sure they can replace the railings or refinish the main staircase as requested by the town's insurance company. Sarah had quotes for new railings on the front of the building and to refinish the main staircase, she sent the quotes to Charlie Coyle for review. Stephen Haddon asked Sarah if she could ask the company who gave a quote for the railings, to give her a quote for replacing the railings on the landing above the front door also. Christopher Brown asked if the quote to recover the stairs included labor and materials or

just materials, and if DPW could install the coverings if bought from the company. Sarah will check on this.

c. Town Partnership: The library will be partnering with East Haven Adult Learning Center for a second program. “You and Your Child and the Community” This will be a monthly bi-lingual exploration of music, movement, and topical parenting discussions.

d. Annual Report: Sarah is working with Helming and Co. on preparing the Form 990.

e. Book Club Sets: Hagaman will be offering book club sets of ten copies of each novel with discussion questions. One person must come into the library to pick up the set, he/she will be responsible for the set of books. They can take them out for 3 weeks with an option for renewing for another three weeks. The library will start with five sets of different popular novels.

7. **Committee Reports:** Katy Klarman spoke briefly about the Camarota Fund. The meeting with Raymond James was postponed until Marh 21st. There were no other committee reports.
8. **Old Business:** **a. Staff Holiday Party;** The staff holiday party will be held at Eli’s in Branford in December.
9. **New Business:** **a. BOT Terms of Office:** The three board members with terms that will end on January 31, 2024, should send a letter to the mayor, letting him know if they wish to be reappointed or not.
10. **Other:** **Computers:** Sarah Mallory stated that the lease on the computers is ending in December. Sarah is going to extend the lease for one year to give her time to decide on the best option for the future. Sarah would like to purchase new computers rather than lease. A one-time request of funds in the capital improvement budget would be a start to purchase computers and set up a rotating schedule to purchase new computers each year. If the computers are leased, they are returned to the company at the end of the lease. If we purchase computers then when we retire the old ones for new ones, the old ones can be refurbished, and patrons can then borrow them from the library. Sarah will investigate the options further and bring this back to the board. **Electric cars:** The town is working on a project to install electric car chargers through out the town. They would like to put two chargers in the parking lot of the library. They would have to go in the back of the building due to electricity issues. Sarah has a concern regarding the cost of the electricity to the library and who would be responsible for that bill. Sarah needs to get more information.
11. **Adjournment:** #3 A motion was made by Christopher Brown to adjourn the meeting. Katy Klarman seconded the motion. The motion carried. Amy Derbacher adjourned the meeting at 7:53pm. The meeting was adjourned until January 18, 2024.

Respectfully submitted,

Lucille Huelin

Lucille Huelin, Board Clerk