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TOWN CLERK

**EAST HAVEN PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
JANUARY 18, 2024**

PRESENT: Amy Derbacher, Erika Santiago, Kristen Schimanski, Melissa Meagher, Katy Klarman

ABSENT: Christopher Brown, Stephen Haddon, Kara Canney, Michele Kiley-Consentino

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

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:04pm.
2. **Approval of Minutes:** The minutes from the November 2023 meeting were reviewed.
Motion #1, A motion was made by Erika Santiago to approve the minutes as presented. Melissa Meagher seconded the motion. The motion carried.
3. **Public Comment:** None
4. **Correspondence:** Sarah Mallory read the correspondence. The library received several donations, a \$500.00 donation from Friends of the Library to be used for winter holiday decorations, a \$500.00 donation from Jules Block Children's Music Fund to be used for children's programming, a \$25.00 donation from Sue Stacey in honor of J. Hurley, a \$100.00 donation from DAR and a \$116.00 donation from Stop and Shop for our participation in the Community Bag Program. Stop & Shop has named the library for participation in this program again in February. The library received a copy of a letter sent to the Town Council by Mary Cannata regarding library improvements.
5. **Treasurer's Report:** A copy of the report was included in the packet to board members. It was reviewed and Amy Derbacher noted the decrease in the Haganan monthly distribution over last year.
6. **Director's Report: a. Building report:** Sarah Mallory attended a Town Safety Meeting on December 12th to discuss the safety inspection done in the library. The safety improvements discussed were the rusting railings on the front steps, the retreading of the main staircase and the replacement of wiring in two sections of the library. These projects are being worked on. Also, repairs were made to two bathrooms, new batteries in one bathroom for the automatic faucets and a new toilet in the other. There were repairs made to the boiler and the library is still waiting for a button to be installed on the control panel for the projector in the DeMayo room. **Updates:** The \$500.00 donation made by the Friends of the Library allowed the staff to purchase multicultural winter holiday decorations. The staff took the decorations and turned them into a learning experience

with the theme of light in each different holiday celebration. **Creative Aging Grant:** With a \$2,700.00 grant the library did a 10-session art course for seniors in the community. The program was successful, and the library is working toward holding another program later this year. The AARP free tax preparation program will be offered again this year starting on January 17, 2024. **Circulation and Department Reports:** These reports were included in the board packets. No questions were asked.

7. **Committee Reports:** Amy Derbacher noted that new committees will be formed once the new board member starts in February. There will be a Fundraising Committee, a Building Committee, a Bylaws Committee, and the Camarota Fund Committee. Because of the GreatGive fundraising in May, Kristen Schimanski volunteered to head this subcommittee. If any other board member wishes to help, please contact Kristen.
8. **Old Business:** **a. Holiday Party:** The staff Christmas party was held in December at Eli's on Branford Hill. The party was a success, and the cost total was \$1,060.18. **b. Construction Grant:** Sarah Mallory received notice from the State Historic Preservation Office that the new cooling system construction project is following the CT Environmental Protection Act. The next step is approval from the State Bond Commission, this may not be done until April/May 2024. **c. Website Update:** The library's website needs to be updated. Wahid Nabiz, Head of Tech Services is learning about new websites and what is needed to create one for the library, he is also putting together training documents for the staff. The library is also being updated from Google Calendar to LibCal Calendar. This will be easier for staff to use and improve the use and look of our calendar program.
9. **New Business:** **a. Committees:** Please refer to item #7, Committee Reports: **b. GreatGive:** The application to participate in the GreatGive in May has been approved. It is time to plan all advertising for this fundraiser. As stated in the Committee Reports, Kristen Schimanski will take the lead on this project. Sarah Mallory asked all board members to give her all social media and e-mail post they want to use a couple of weeks in advance of the May date. **c. Budgets:** Both the library budget and the capital improvement budget are due by February 2, 2024. Sarah Mallory has been working to complete the library budget, she is trying to keep the budget increases as low as possible, but due to inflation costs, some increases are beyond her control. Sarah has been working with Michelle Bacha from Helming & Co. to get this completed. As for the capital improvement budget there are several items that Sarah asked the board to review, including the decision to buy or lease new computers, which would affect the total cost. After a brief discussion, the board agreed on what should be in the capital improvement budget request. **Motion #2, A motion was made by Erika Santiago to request funds of \$40,509 in the capital improvement budget. This cost will cover, new treads on the main staircase, new railings on the front steps and new computers. The Director was given the right to renegotiate this amount if changes needed to be made. Melissa Meagher seconded the motion. The motion carried.**
10. **Other:** **a. Tech Replacement Policy:** Due to changes being made in the library's website and other technology used by the library, Sarah Mallory created a new **Tech Replacement Policy.** A copy of the policy was given to board members and reviewed. **Motion #3, A motion was made by Erika Santiago to approve the new Tech Replacement Policy. The motion as seconded by Kristen Schimanski. The motion carried.** **b. Partnership with Trolley Museum:** Sarah Mallory has been asked by the

Trolley Museum, if the library would be willing to put a large replica of a Trolley, approximately 60"x14"x 20", on display in the library. They have two trolleys currently at the museum and they would like to have one on display in the library to make the museum more visible to the public. There was a discussion and questions from the board members, such as how long the library would hold the trolley, what type of insurance would be needed, and who would cover that? Would there be any other museum information or items displayed with the trolley and would the museum people come in every few months and update the display? It was agreed that Sarah would go back to the museum board and discuss these and other questions with them and then bring this item back to the board at another meeting.

11. **Adjournment: Motion #4, A motion was made by Erika Santiago to adjourn the meeting. The motion was seconded by Kristen Schimanski. The motion carried.** Amy Derbacher adjourned the meeting at 8:34pm. The meeting was adjourned until February 15, 2024.

Respectfully submitted,

Lucille Huelin

Lucille Huelin, Board Clerk