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TOWN CLERK

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

PRESENT: Amy Derbacher, Kristen Schimanski, Melissa Meagher, Christopher Brown, Katy Klarman, Kara Canney

ABSENT: Erika Santiago, Michele Kiley-Consentino, Marissa Velazquez, Judy Celone-Library Treasurer

OTHERS PRESENT: Sarah Mallory-Library Director, Lucille Huelin-Board Clerk, Chris Hemingway-Reference Librarian, Sascha Gardiner-Children's Librarian

1. **Call to Order:** Amy Derbacher called the meeting to order at 7:02 pm.
2. **Special Presentation from Library Staff:** Sascha Gardiner, the children's librarian spoke about the activities that were held at the library in March. It was a big month with over 2,000 visits from students and child patrons. The elementary schools in town brought classes to the library for reading and other programs. Sascha has a busy spring and summer coming up, including the EH Summer Gaming Academy, which was made possible from a grant from the CT State Library and the summer reading program beginning June 20th and running for seven weeks. Chris Hemingway the reference librarian spoke about the programs he will be running this spring, including a Coin Collector's Expo, a Pinochle Party, and a Charles Darwin program.
3. **Approval of Minutes:** The minutes from the March meeting were reviewed. **Motion #1, A motion was made by Melissa Meagher to approve the minutes as presented. Chris Brown seconded the motion. The motion carried.**
4. **Public Comment:** None
5. **Correspondence:** Sarah Mallory stated the library received an Award from the National Library of Medicine of \$10,000 Technology Grant to build a Mobile Computer Lab. The library received a \$1,800.00 grant from the CT State Library to be used for an EH Summer Gaming Academy for teens 9 to 17 and it will run for 8 weeks.
6. **Treasurer's Report:** Amy Derbacher noted the financial statements were included in the board packet. Katy Klarman noted the budget was on track for this time of the year. No one had any questions on the statements.
7. **Director's Report: a. Building:** Our area experienced three heavy rainstorms on March 23, April 3rd & 4th. This resulted in leaking water near the adult circulation desk. The water is coming from the new roof running along the expansion joint between the new and old sections of the building. The DPW and the two companies that worked on the new roof, Silktown and Garland, have been in the building, inspecting the roof and ceilings. There is no consensus as to what caused the leak. Problems were found during

the inspections all of which may be causing the leaks. Sarah noted it could be months before the problem is fixed. Kara Canney suggested that someone other than the people who did the work on the roof look at the problem. In addition, the DPW has been repairing the walls and ceiling in the board room on the third floor. They are now painting the room.

b. Staff: Staff Supervisors have successfully completed Town Hall Supervisor's Training. Sarah Mallory is currently collaborating with supervisors to update all employee job descriptions. **c. Tax Preparation:** The tax return program was successful with 285 returns for 2023. There were six amended returns processed from other years. **d. Passport to CT Libraries:** Hagaman is participating in this program which began on April 1 and runs through the month. **d. East Haven Chamber of Commerce:** The Chamber will be running a program for nonprofit organizations on Saturday May 18th from 10am to 12pm at the DC Moore entrance to the Greenway Trail. The library will participate. **e. Future Engineers:** Sarah Mallory was a guest judge for a writing challenge sponsored by Future Engineers which is a company that hosts online innovation STEM challenges for students K-12. **f. Circulation and Departments Reports:** These reports were included in the board packets, there were no questions or comments:

8. **Committee Reports:** None

9. **Old Business:** **a. 2024-2025 Budget:** The final hearing on the 24-25 budget will be held on April 25th.

10. **New Business:** **a. NNLM Technology Grant:** Network of the National Library of Medicine has awarded the Hagaman Library a \$10,000 grant for a Mobile Computer Lab. The money is to be used to buy ten public computers, two staff laptops for program use and a cart for the computers. Bibliomation will install the computers for free and the library will pay for the programing licenses. This is a reimbursement type grant. The library must spend the money first and then the grant money will be reimbursed to us. **Motion #2, Kara Canney made a motion to approve the spending of \$10,000.00 to buy the computers, the money is to come from the general fund and will be returned when the grant money is received. Melissa Meagher seconded the motion. The motion carried.** Amy Derbacher noted that the town was notified of the grant. Sarah Mallory then reduced the library's capital improvement request by \$5,300.

11. **Other:** **a. Meeting Date Change:** Amy Derbacher requested to change the date of the May meeting due to other events happening on that date and the board would not have a quorum. The board agreed and the May 16th meeting will be cancelled and a special meeting will be held on May 14th. **b. Great Give:** Sarah Mallory reminded the board that the GreatGive was two weeks away and asked all board members to send in any comments or Statements they wanted posted. **c. Farmer's Market:** Amy Derbacher reminded the board members the Farmer's Market was starting in June and on June 16th the library would have a table set up with information about the library. If anyone wanted to volunteer their time let Amy know. Amy also asked the board members to check their vacation schedules for July and August to be sure that we will have quorums for the July and August meetings.

12. **Adjournment:** **Motion #3, A motion was made by Chris Brown to adjourn the meeting. Kristen Schimanski seconded the motion. The motion carried.** Amy Derbacher adjourned the meeting at 8:03 pm. The meeting was adjourned until May 14th, 2024.

Respectfully submitted,
Lucille Huelin
Lucille Huelin, Board Clerk