

HAGAMAN MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES JUNE 19, 2008

MEMBERS PRESENT

Eileen DeMayo

Patricia MacDonald

Norma Mohler

Maria Tonelli

Kathleen Yuse

MEMBERS ABSENT

Sylvia DePalma

Kathy Tonucci

Mary Frazeur

Maria DeBenedet

ALSO PRESENT

Ellen Gambini, Library Director

Judy Celone, Treasurer

Lucille Huelin, Board Clerk

1. **Call to Order:** Eileen DeMayo called the meeting to order at 7:00 pm.
2. **Approval of Minutes:** The minutes for the May 2008 meeting were reviewed. Norma Mohler made the motion to accept the minutes as presented. Patricia MacDonald seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** End of fiscal year, account balances are ok. The medical cost were a little less than expected. Used some funds to purchase a table and book cart. State gave an extension to next July on the \$23,000 in grant money for circulation desk. There were no responses to the bid the finance office put out and the original designer has gone out of business. Maria Tonelli stated she would get the name of the person who did work for the New Haven Library system and send it to Ellen Gambini. Kathleen Yuse made the motion to accept the Treasurer's Report. Norma Mohler seconded the motion. The motion carried unanimously.

6. **Director's Report: Monthly Statistics:** Circulation increased again in May. Approximately 1,000 more usage of the library over the same period last year. **Projects:** Ralph Mauro visited the Library and took a tour with Ellen Gambini and Eileen DeMayo. They went through the library and created a list of work needed to be done, starting with front steps. Ralph told Ellen there are some funds in the capital improvement budget for replacement windows and the town is working on a grant for a new air conditioning unit. Ellen is not sure when the work is going to get done. Most of the furniture has been finished and returned to the library, there are still a few pieces being worked on.
7. **Committee Report:** None
8. **Old Business: Strategic Plan:** Ellen Gambini is still working on the plan, the survey results show patrons want more Saturday hours and more parking. This will be incorporated into the five year plan. As well as making the garage over as the children's room. Ellen Gambini handed out copies of the Library's Mission Statement that was last updated in 1990. After a brief discussion the board agreed that Ellen would update the mission statement with the strategic plan. Patricia MacDonald asked about the handicap access to the Library. There is a bathroom on the lower level that can fit a wheel chair and has support bars. The elevator is not big enough for some wheel chairs and it only goes to the second level. There is no way to get to the third level. There is a ramp in the lower level so you can get to the elevator but it is too steep. There is no access to the community room at all.

80th Anniversary: Ellen Gambini is not sure what will be happening as far as construction goes. She is not sure a big celebration should be planned for this reason. Ellen suggested that some type of reception be held with one of the concerts already planned for the fall. Maria Tonelli suggested they think about doing a 1928 club. Asking members to donate \$19.28 per month, every other month or even just once a year. The 1928 number represents the year the library opened.
9. **New Business: Director's Job Description:** Ellen Gambini will be retiring on November 1, 2008. Ellen handed out a copy of the current job description and stated that some changes needed to be made before putting it in an ad. The CT Library Association and the American Library Association have websites where guidelines for librarian salaries can be researched. Ads need to be placed in certain papers and Ellen will talk to Paul Hongo regarding this matter. Eileen DeMayo asked for members to form a search committee for a new director. After a brief discussion Maria Tonelli, Mary Frazier, Norma Mohler, Patricia MacDonald and Eileen DeMayo agreed to be the committee.

Employee Discipline: Ellen asked the board for recommendations on handling an employee's work hours and time schedule.

Building Expenditures: The town is talking to Ellen about paying for some of the building expenses. The Board has in the past paid for all the furnace costs and other small repairs.

10. **Other:** None

11. **Adjournment:** Eileen DeMayo adjourned the meeting until July 17th. The meeting was adjourned at 8:25 pm.

Respectfully Submitted

Lucille A Huelin

Board Clerk