

HAGAMAN MEMORIAL LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
MAY 15, 2008

MEMBERS PRESENT

Eileen DeMayo
Kathleen Yuse
Mary Frazier
Patricia MacDonald
Norma Mohler
Kathy Tonucci
Maria DeBenedet

MEMBERS ABSENT

Maria Tonelli
Sylvia DePalma

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 7:08 p.m.
2. **Approval of Minutes:** The minutes from the April 2008 meeting were reviewed. Lucille Huelin noted the name of Maria Tonelli had not been listed under members present and she had attended the April meeting. Kathy Tonucci made the motion to accept the minutes as amended. Norma Mohler seconded the motion. The motion carried unanimously.
3. **Correspondence:** None
4. **Public Comment:** None
5. **Treasurer's Report:** The Financial Report for April was reviewed. Ellen Gambini noted funds from three accounts had been used. The Building & Grnd Maint. used for paint for the conference room, Gen. Office Supplies used for the DVD security boxes, and Business & Travel used for the inspection of the elevator and fire extinguishers. Kathleen Yuse made a motion to accept the Treasurer's Report. Norma Mohler seconded the motion. The motion carried unanimously.

6. **Director's Report: Monthly Statistics:** The monthly statistics for April were reviewed. Circulation continues to increase, the number of out of town patrons remain the same. **Projects:** The paper work for the circulation desk has been completed and was sent to Hartford today. Ellen Gambini will go to the State Library Committee on May 27th to request an extension of the grant. All the repairs to the walls and ceilings have been completed. Ellen Gambini is getting quotes for the painting of the walls. The funds for painting had been set aside by

the town several years ago however Ellen Gambini has recently been told those funds were used on other projects. Ralph Mauro is checking to see what money is available but the Library will have to make up the rest of the cost. The window replacement project is still in the works. There is money in the town's capital improvements for the 8 front windows. The town is applying for a grant to cover the cost of replacing the rest of the windows.

7. **Committee Reports:** None
8. **Old Business: Strategic Plan:** Ellen Gambini is compiling all the information gathered from the two meetings and the surveys and is writing up the plan. The surveys showed that most people want more hours for the library, Sundays and evenings and more parking spaces. Ellen asked all the members to consider a name for the plan and send any ideas, suggestions to her. **80th Anniversary:** Ellen Gambini reminded everyone that on June 10th at 1:00 p.m. the Friends of the Library will be dedicating the new sign on the front lawn. The East Haven High School Band will perform. Eileen DeMayo talked about contacting the area business for donations has they had during the 75th Anniversary. Invitations should be sent to some people. Ellen Gambini has been thinking about fundraisers and she suggested doing a 1928 club. Since the library opened in that year. People could donate \$19.28, \$192.80 and so on. If the Board members could start thinking of ideas for events and come back to the meeting with them.
9. **New Business: Re-Investment of CD:** One of the CDs has matured. Kathleen Yuse and Ellen Gambini are working with Susan Tepping to move it from Wachovia to UBS. Kathleen had a question about the current interest rates. Would it be better to open a CD or put the funds in a Money Market Account? After a brief discussion Patricia MacDonald made a motion to give Kathleen Yuse and Ellen Gambini permission to make the decision on where to place the funds, either in a CD or Money market account based on the best interest rate. Kathy Tonucci seconded the motion. The motion carried unanimously.

Sick-time Donation: Caroline Siedzik, the children's Librarian has been very ill in the past few months. Ellen Gambini is requesting the board's approval for other staff members to donate some of their sick time to Caroline. Kathleen Yuse asked about how much time each person would give. Ellen suggested a cap of five days. Kathleen Yuse made a motion to allow each staff member to donate up to five days of sick time to Caroline Siedzik. Norma Mohler seconded the motion. The motion carried unanimously. **Town Oversight:** Due to some recent event at the town hall concerning the Housing Authority. The

town is now looking at the checks and balances that are in place in all departments to prevent any problems. Ralph Mauro has spoken with Ellen Gambini concerning the payroll. Would it be better to have the town issue those checks instead of a payroll company? Ellen will talk further with Ralph on the matter before bringing it to the board for discussion.

10. **Other Business:** None

11. **Adjournment:** Eileen DeMayo adjourned the meeting until June 19th.
The meeting was adjourned at 8:05 p.m.

Respectfully Submitted,

Lucille A Huelin
Board Clerk