EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES

FINANCE SUBCOMMITTEE

MINUTES OF A MEETING OF FEBRUARY 9, 2026

1. Meeting called to order at 4:05 PM at the Rathbun Memorial Library Branch
2. Trustees Present: J Bielot, D Barlow

   Also present: E Morgen, Library System Director

3. The minutes of the Subcommittee meeting of January 5, 2025, were reviewed and accepted as presented.
4. Unfinished Business
   a. The 2025-26 budget was reviewed and overall spending for the fiscal year remains mostly on track. E Morgen indicated that the lift at Rathbun had required service again, so she is questioning whether there may be a problem with the maintenance line of the budget, but bills have not yet been received.
   b. There are no grants outstanding. E Morgen has done some research into potential grants to apply for. D Barlow mentioned that in the past the town received grants for archiving documents and that the prior Town Clerk would share some of that funding with the library which was used for the Historical Room at the Rathbun Branch. E Morgen is going to check.
   c. E Morgen has been tweaking the 2026-27 budget. She has been in contact with the town's Finance office regarding the salary line. She plans to make a case for a small increase over COLA for at least one long-term part-time employee.
5. New Business
   a. D Barlow made a motion to add an item to new business to discuss the Special Revenue Fund (SRF). J Bielot seconded. The motion passed. A review of the current Library System Manual is being undertaken. It indicates that the SRF will accept funds and track them for each branch or the system as a whole. SRF funds are not to be used for Capital Projects, based on her notes. J Bielot reached out to the Town's Finance Director and reported that on the Income and Expense side of the town's general ledger there are no sub-accounts to track branch specific donations. J Bielot volunteered to speak with the Finance Director and determine if we need to meet with her or the chair of the Board of Finance to get the ability set up that was initially desired when the Library System was formed.
6. There was no audience of citizens.
7. Without objection, the meeting was adjourned at 4:47 PM

Submitted by: J Bielot, Subcommittee Chair