# Minutes

## EAST HADDAM LIBRARY SYSTEM – Governance Committee

## April 12, 2023 – 9:00 am

## East Haddam Free Public Library

Trustees Present: Julian Tryon Ranaudo, Chris vanValkenburg

Absent: Janine Broe

Also Present: Allison Murphy, Joe Riley, Pat Griswold

1. **Call to order** Meeting was called to order at 9am
2. **Unfinished Business**
    a. **Google Drive**

    During 2023, the Governance Committee will review the drive to access missing files. Trustee John Bielot is currently updating the drive. Once complete, Governance committee will ensure all documents will be present.

    b. **Finalize Employee Survey**

    Governance committee and others gave final review of the employee survey. Governance committee will present to the BOT on Thursday April 13, 2023, to vote on it. Once approved, will be available June 2023 to be distributed to both EHFPL and Rathbun. Surveys will be collected by Governance at end of June and Governance will create a summary. Summary will be reviewed by Governance and brought to BOT prior to sending to the First Selectman. If there are any issues that need addressing, will be addressed internally with Director, BOT prior to reaching out to the Town.

    c. **Terms Ending 2023**

    Four terms are ending 2023. There are a couple of community members who will be contacted to see if they are interested in running as a member. Governance would like to present interested applicants to RTC and DTC for approvals to run on their tickets. We encourage anyone interested to come to BOT meetings.

    It was discussed that other Library BOT have members with a variety of backgrounds such as Human Resources, Legal, Fundraising, Education to share their experiences and aid BOT and Library when needs arise.

    When you can, please confirm with Governance if you plan on being up for re-election or not.
3. **New Business**
    a. **Badges**

    The white magnetic badge ($6.95/badge) with the library logo ($0.50/badge) and staff (12 employees) can have first name and last initial (no title) is the most popular. BOT members (9 members) can have Board of Trustees on their badge. This would be 21 badges at $7.45/badge Total of $156.45. Chris v can place the order when decided and can pick the badges up to save on delivery charges.

**b. EHLS Policies**

Allison will be reviewing and creating policies that will be discussed in upcoming Governance meetings to present to the BOT. This will be on unfinished business as we go through a few policies at a time. There may be a library binder that has some written policies. It was stated that they did not think there was a digital binder. Would like to have links that go directly to the policies on the EHLS website. All policies will be reviewed and voted on by BOT.

4. **Audience of Citizens: NA**
5. **Adjournment**

Juliana made a motion to adjourn the meeting at 9:49am without objection.