EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES

MINUTES OF A TRUSTEES MEETING OF MAY 11, 2023

1. Meeting called to order by D Barlow at 6:32 PM

   Trustees present: D Barlow, J Ranaudo, J Bielot, C VanValkenberg, M Mazur, A Hinchcliffe, C DeLisle, W Barney

   Also Present: A Murphy, Library System Director

2. Minutes of April 11, 2023 accepted as presented
3. Directors Report
   a. A Murphy reviewed her written report. She commented on the information that she and the Library Branch managers, P Griswold and J Riley, got at the Connecticut Library Association Annual meeting. She particularly noted information regarding the handling of challenged materials. She said that the information from Manchester and Meriden regarding the building of a new library quite valuable. She commented that with the help of the Friends groups, the Library System has 22 museum passes for patron use. The organization of the Summer Reading program is well underway. The Library System will be using When We Work, and online scheduling system to make staff scheduling easier and more transparent.
4. Reports
   a. Copies of the Finance Committee minutes were sent to all Trustees. D Barlow reported that the 2022-23 budget is tracking as expected. A Murphy has put a hold on the BOOK and PERIODICAL account to monitor activity,
   b. The Governance Committee distributed copies of its report to all Trustees. The Committee will review materials on the Google drive for timeliness and accuracy. W Barney indicated that if it is in the best interest of the Trustees, he would stand for the 4 year term in the next election cycle. The Committee hopes to have the Employee Survey out by June.
   c. The Program Committee distributed its minutes to the Trustees. The last of the Dementia/Alzheimer programs will be present on May 21st. The response to the first three programs has been outstanding.
5. Old Business
   a. The vote on the 2023-24 budget will be held on May 16th.
   b. A Murphy has been given permission to reallocate the approximately $18,000 set aside for library shelving for other purposes. She presented a list of purchases she would like to make with these funds. These include AWE children's computers, Website updates, improving the staff area at EHFPL and items for a Library of Things. The Trustees agreed that these are valuable purchases and will formally address the matter at the June meeting.
   c. The Board reviewed the Trustee Goals for 2023-24, and found them appropriate. No further action was needed.

    d. Library Trustee and Staff badges were finalized. The Library System will pay for staff badges and Trustees will pay $9.00 for their badges.
    e. There was a discussion regarding a Welcome Reception for the Library Director. No consensus was reached. M Mazur and W Barney were appointed to develop a plan for presentation to the Board
6. New Business
    a. Motion by W Barney/Mazur to move the location of the Board of Trustee monthly meeting to the Municipal Office Complex beginning with the July, 2023 meeting was approve 7-0-1
    b. A Murphy presented four new policies for the Library System. They are: Recommendation for Library Materials, Request for Reconsideration of Library Materials, Unattended Minor Policy, and Collection Development Policy. She reviewed each policy, the rationale for them as well as the need. After a brief discussion, motion by C van Valkenberg/J Ranaudo to approve all four policies passed 7-1-0.
7. Audience of Citizens
    a. There was no audience of citizens
8. Without objection, the meeting was adjourned at 8:13 PM

Submitted by: W Barney, Board Secretary