East Haddam Library System Board of Trustees

Minutes from Meeting of April 13, 2023

Rathbun Free Public Library

Mission Statement: The East Haddam Public Library System seeks to enrich lives by helping to build communities of lifelong learners. The system provides access to historical collections, offers materials in print and digital formats, and gives community members opportunities to share in public discussion.

I. Meeting called to order by D. Barlow at 6:34 pm
   a. Trustees present: D Barlow, J Bielot, J Ranaudo, W Barney, C vanValkenburg, A Hinchcliffe, M Mazur
   b. Also present: A Murphy, Library System Director
   c. Trustees absent: J Broe, C DeLisle

II. Approval of March 9, 2023, meeting minutes accepted as presented without objection

III. Directors Report
   a. A Murphy presented the report which highlighted New Monthly Meetings; HS Library Card Drive, Library Newsletter, Updates on Friends Groups and events, Building Maintenance, Database Expansion and Tech Help

IV. Sub-Committee Reports:
   a. Finance Committee Report
      i. 2022-2023 budget being monitored to stay within guidelines. Public Hearing for 2023-24 town budget is on April 18th 8pm @ NHRHS auditorium.
   b. Governance Committee Report
      i. Discussed and agreed on Employee Survey and also design of badges. See below for further discussion. Also discussed BOT terms ending in 2023. There are 4 terms that will be up in 2023. 3 of which are the 6-year terms. Juliana to confirm the amount of years Mary Mazur's term is. If your term is up, please reach out to Governance committee to let them know if you will be up for re-election.
   c. Program Committee Report
      i. Mary stated 92 people attended the last Alzheimer seminar. There are 2 more that were set. April 23 and May 21. She asked if BOT members are willing to bake some snacks. Reach out to Mary if you can. The committee has also proposed a Round Table forum which would have limit # of seats for attendees to ask questions.

V. Unfinished Business
   A. 2023-2024 Budget

a. Intent of Board of Selectmen and the Board of Finance is to keep the 2023-24 budget to 0 increase. May 2 Annual Town Meeting & May 16 Budget Referendum

B. Badges – Staff will have first name, last initial no position except Director. See below under new business section F for further information.

C. Library Board 2023 Goals
   a. Keep the plan for a New Library Facility moving forward
      a. Webinar: State Library on Building a New Library 4 BOT members and Allison M attended the Grant Webinar. Lots of information. Most important is to start the process ASAP and follow every guideline and date. The process from research to grant is several years. Allison also sent out next webinar Critical Partnership: Trustees & Directors post BOT meeting.
   b. Keep the Library System and its programs in the public eye.
      a. At least one article per month to be published in the EAST HADDAM NEWS.
   c. Collaboration within the Board and with other library boards in Connecticut as well as with State and National Library organizations.

VI. New Business

a. Riverview Cemetery Donation
   i. Chris v made a motion to accept the Riverview Cemetery Donation; Juliana 2nd it. All in favor without discussion. Alice will send a thank you note.

b. Reception for New Director
   i. Mary M has agreed to head the party planning for the reception and create a committee. It was discussed that it could be held at the Rathbun Garden area sometime in June when weather is favorable, and community is around prior to summer vacation. Bill B will also see if St Stephen's Church Hall is available in case of inclement weather. Community etc. will be asked to donate/make light snacks.

c. Reallocation of Funds for Shelving
   i. Over the past several years, the Town has set aside funds for shelving. Allison received an offer from a volunteer to build shelves. She reached out to the town BOF to see if the money could be reallocated for other needs. The town said yes but suggested $15,000 be used with $5,000 saved as a cushion. Allison will draw a letter of intent for the use of the money so BOT can review

d. New Library Policies
   i. Allison will prepare a few library policies, at a time, to discuss with the Governance committee which in turn will be discussed with the BOT. This will be on both Governance and BOT agendas as policies need to be updated or created.

e. Employee Survey
   i. Chris v made a motion to add Employee Survey to New Business. Juliana 2nd it. The employee surveys were sent to all BOT after discussed at Governance meeting for all to review. All EHLS staff will have an opportunity to take a hard copy and fill it out at beginning of June. This is on a volunteer basis. Surveys will be collected within a couple of weeks and Governance will be able to

provide a summary. Chris v made a motion to accept the survey as written. John B 2nd it. All in favor without objection.

f. Badges

i. Dawn v made a motion to add Badges to New Business. Chris v 2nd it. The proposed design of the badges was sent in an email: Magnetic, white with EHLS Logo. The cost is $6.95 for the badge with an additional charge of $0.50 for the logo. The cost for the staff will fall to the responsibility of the library. Cost for BOT will fall on the individual trustees. Chris v made a motion to accept the badges as presented. Mary M 2nd it. All in favor without objection. Chris v will send email to all members of the BOT to see how they would like to have their name on their badge. Once all information is gathered, Chris will order badges requesting 2 invoices: Library staff and BOT. She will go get them to save on delivery cost.

VII. Audience of Citizens: None

VIII. Adjournment: Without objection, the meeting was adjourned at 7:50 pm.