EAST HADDAM PUBLIC LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES

MINUTES OF A REGULAR MEETING OF AUGUST 10, 2023

1. Meeting called to order by D Barlow at 6:33 PM.

   Trustees present: D Barlow, J Randano, J Bielot, C vanValkenberg, C Delise, M Mazur, W Barney

   Also present: A Murphy, Library System Director

2. Minutes of June 8, 2023 were reviewed and accepted as presented
3. Directors Report

   A Murphy reported on a very busy season. The libraries and its programs have been averaging 40-100 patrons per day. The Goodspeed Good Neighbor Program has been an overwhelming success. She indicated that the quarterly newsletter has been well received. She said that she has been able to hire two Library Circulations Assistant substitutes, Janice Sina and Jane Shaver. In addition, Kaitlyn Clark is our Summer Intern. A Murphy reviewed the Strategic Plan Cohort. She discussed its make-up and plan of operation. It will meet weekly beginning in the Fall, and the entire cohort twice a month in Berlin. W Barney said that he would serve as the Trustee representative on the cohort.

4. Reports
   a. Finance- D Barlow reported on the work of the Subcommittee. The 2022-23 budget tracked on target except of the SALARY line which was overspent because of a vacation payout owed to the previous Director.
   b. The twice rejected 2023-24 budget has had a negative impact on the Library System budget. Funds for the two interns were cut. This may mean that the libraries may be closed on Saturdays due to a lack of available staff. Also, the funds for the replacement of the windows at Rathbun have been eliminated. There was a discussion regarding the issues raised when MAINTENANCE dollars are cut.
   c. Governance – C VanValkenberg reported on the Google drives. Further details will be presented at the next Trustee meeting in September. She reviewed some of the results of the staff survey. The staff would like to see a greater visibility of Trustees at the libraries and at programs. There is a desire for more clearly defined job descriptions. The Subcommittee will look into this.
   d. Program - The Program Committee did not meet.
5. Old Business
   a. Revisions to the 2023-24 budget necessitated by the two budget rejections were covered in the Finance Subcommittee report.
      A Murphy reviewed some of the changes that she will introduce for budget monitoring in 2023-24. The Board of very much in favor of her proposals.
   b. The staffing and internship programs were covered in the Library Director's report.

c. The creation of Development Committee to replace the Program Subcommittee was deferred to NEW BUSINESS
d. Library Board Goals for 23-24 were reviewed. Further discussion were deferred to the September meeting.
e. At A Murphy's request, the reception for her as the new Library System Director will not be held.
f. The CLC Strategic Planning Cohort was covered in the Library Director's report

6. New Business
a. Motion by W Barney/C vanValkenberg to add to the NEW BUSINES agenda a change the November meeting date of the Governance Subcommittee was approved 7-0-0
b. The Board reviewed three Library System policies, INTERNET AND COMPUTER USE POLICY, GIFT AND DONATION POLICY, and CIRCULATION POLICIES. The Board discussed the policies at some length. At the suggestion of A Murphy, the CIRCULATION POLICY was withheld from consideration at this time. Motion by W Barney/C vanValkenberg to approved the INTERNET & COMPUTER USE POLICY and the GIFT & DONATION POLICY was approved 7-0-0.
c. Motion by W Barney/J Randano to move the regular meeting of the Governance Subcommittee from November 8, 2023 to November 1, 2023 was approved 7-0-0
7. There was no audience of citizens.
8. Without objection, the meeting was adjourned at7:56 PM

Submitted by: W Barney, Secretary