Minutes

EAST HADDAM LIBRARY SYSTEM – Governance Committee (Special Meeting)

Aug 9, 2023 – 1:00 pm

East Haddam Free Public Library

Trustees Present: Juliana Tryon Ranaudo, Chris vanValkenburg

Absent: Janine Broe

Also Present: EHLS Director Allison Murphy

1. **Call to order** Meeting was called to order at 1:10pm
2. **Unfinished Business**
    a. **Google Drive**
    During 2023, the Governance Committee will review the drive to access missing files. Chris can place agenda and minutes out to this new drive.
    b. **Terms Ending 2023**
    DTC & RTC nominated enough candidates. Laurie Pritchard and Clare McCarthy have decided not to petition to run for candidacy for this coming election.
    c. **Employee Survey**
    Went over the survey and have key take away points:
        i. On survey need to separate sections for Director and Branch Manager Feedback
        ii. Recognize that the Director is new, and relationships need to be further fostered. Survey came at a time when just started working on employee relations.
        iii. Recognize employees' feedback that they do not see BOT members at events or in library; know the BOT role and responsibilities. As BOT members need to show our support by attending events and going to the library. Governance will create a document highlighting our roles, responsibilities for employee awareness and let them know they are always welcome to attend meetings.
        iv. Will have survey again June 2024 and possibly end of 2023 if needed.
        v. Let employees know that We Do Hear Them!
3. **New Business**
    a. **Policy Proposals**
        i. Borrowing Policy – reviewed and in favor of this policy. To be sent to BOT review.
        ii. Gift & Donation Policy – reviewed and in favor of this policy. To be sent to BOT review.
        iii. Internet & Computer Use Policy – reviewed and in favor of this policy. To be sent to BOT review.
    b. **Employee Reviews**
    Allison reviewed all employees in June per direction from Irene Haines. Employees expressed their goals and concerns for the upcoming year. Allison, Joe, and Pat met to discuss all the employee's job descriptions and match them with the State library job descriptions and pay scale.

c. **Board of Trustee Self-Review**
   Juliana found an assessment on ACLB that we will adopt. She will review and see if there are questions that will not pertain to our BOT.

4. **AOB** – Chris v will be away on business for Governance Nov 8 meeting. She has requested the town if it can be moved to Nov 1.
5. **Audience of Citizens**
6. **Adjournment** Juliana made a motion to adjourn the meeting at 2:12pm without objection.