

## Minutes

### EAST HADDAM LIBRARY SYSTEM – Governance Committee

Oct 11, 2023 – 9:00 am

#### 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 9:04 am
2. **Unfinished Business**
  - a. **Google Drive**
    - i. John has sent access email to BOT members. Governance committee will have ongoing review to make sure all documents are uploaded. If anything is missing we can research and add.
    - ii. Old Manual is still in Drive need to ensure the newest one is there.
  - b. **Board of Trustee Self-Review: ACLB**
    - i. All research indicates that Municipal BOT is not allowed to have fundraising events. Allison to reach out to other municipal libraries to see what they do.
    - ii. Juliana has a great survey that she will pass along to BOT. We would like to conduct at end of year this year then follow fiscal year in 2024.
  - c. **NEW BOT Member Training**
    - i. Chris has reached out to Shea to invite her to have tours of both EHFPL and Rathbun. Allison will coordinate date and times.
    - ii. Governance is in the process of creating a word document with chart of responsibilities for BOT members, employees, and Friends groups.
    - iii. Town elections are Nov 7 and BOT meeting is Nov 9. Please consider the officer positions and committees for the upcoming year. December meeting will conduct the officer elections.
  - d. **Annual Director Review**

Governance will conduct Director review at end of the year this year then follow fiscal year in 2024.
3. **New Business**
  - a. **Program Committee Description and BOT Manual**

Governance will be reviewing the BOT Manual and all committee descriptions, roles and responsibilities. We suggest that in the meantime the program committee can suggest monthly themes that the library programs can use. Chris spoke to Mary regarding this.
4. **AOB –**
5. **Audience of Citizens**
6. **Adjournment** Juliana made a motion to adjourn the meeting at 9:48am without objection.