Minutes

EAST HADDAM LIBRARY SYSTEM – Governance Committee

Nov 1, 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 9:00 am
2. **Unfinished Business**
    a) **Google Drive:**
        i. This will remain on the agenda until the drive has been able to be completely reviewed and anything missing is placed. We will be divide up the folders for the Governance members to review.
    b) **Board of Trustee Self-Review: ACLB**
        i. The Self evaluation will be sent to board members after the November meeting. It will be in digital and paper form. If there are questions that we feel is not applicable, we will eliminate next year.
    c) **New BOT Member Training**
        i. Email has been sent inviting Shea to library tours and a link to the Roles and Responsibilities of the BOT. This table is great to also share with employees and Friends groups.
        ii. Juliana will be creating the calendar for 2024.
    d) **Annual Director Review**
        i. Juliana will be researching to see if ACLB has a template we can use.
    e) **BOT Manual**
        i. Governance will begin reviewing and making suggestions for updates. Chris reached out to Mary M to see if the Program Committee could start their description for the manual.
3. **New Business**
4. **AOB**
    a. Roles and responsibilities documents include having a liaison from the board to the Friends Groups and vice versa. Chris reached out to Mary to see if she would like to continue attending the Rathbun Friends Meeting. Chris tried to reach out to the President of EHFPL Friends, but the email bounced back. Would like to send a representative of BOT to attend this meeting and have representatives from both groups attend the BOT meeting.
5. **Audience of Citizens**
6. **Adjournment:** Juliana made a motion to adjourn the meeting at 9:48am without objection.