Minutes

EAST HADDAM LIBRARY SYSTEM – Governance Committee

Dec 13, 2023 – 9:00 am

East Haddam Free Public Library

Trustees Present: Juliana Tryon Ranaudo, Chris vanValkenburg

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. Review of folders will be divided up and comprehensive review will begin January 2024.
    b) Review Board of Trustee Self-Review: ACLB
        i. Self-review was completed by 6 BOT members. Take away is Policies, Director Annual Review, BOT Roles and Responsibilities & Advocating for the library system by attending town meetings.
        ii. The results will be posted on the Google Drive.
        iii. Will reevaluate in June to see the progress.
    c) New BOT Member Training
        i. Tours of both libraries have been conducted.
    d) Annual Director Review
        i. Laurie Pritchard will be interim Director.
        ii. Allison will be available for any questions.
        iii. ALCB has a Library Director Evaluation Form. Hope to have a permanent director in place in the next few months and possibly use this evaluation in June 2024.
    e) BOT Manual
        i. We ask that Mary & Shea discuss thoughts and their visions for the Program sub-committee and then share with governance.
        ii. Sections of the manual will be divided and reviewed starting in January 2024.
3. **New Business**
    a) BOT & Subcommittee Officers
        i. Shea will be asked to join Program sub-committee.
        ii. Check with subcommittees if chairs and secretaries have been announced. If not, list present officers as interim. Information is needed for the town.
    b) Calendar Meeting Confirmation
        i. Need to double check with all committees then send to the town.
4. **AOB**
    a) Reminder that next BOT meeting (Dec 14) there is no chair. The Director will call the meeting to order.
5. **Audience of Citizens**
6. **Adjournment** Juliana made a motion to adjourn the meeting at 9:55am without objection.