East Haddam Library System

Board of Trustees

Minutes to Meeting of Jan 11, 2024

I. Meeting called to order by D Barlow 6:34pm
   a. Trustees present: D Barlow, J Ranaudo, J Bielot, C vanValkenburg, W Barney, S Jezek
   b. Also present: L Prichard, Interim Library System Director, K Mcrae, FOEHFPL

II. Minutes of December 14, 2023, accepted as presented.

III. Library Director's Report –L Prichard reported that there are 7 candidates for the EHLS Director's position. A Murphy has completed the 2022-2023 annual report. The town needs to accept the Middlesex County Foundation Grant. (more info under new business). One of the patrons has offered to help write to the Association of Small and Rural Libraries. Need to get pre-approval from the town to apply for the grant.

IV. Committee Reports
   a. Finance Committee Report – J Bielot Chair W Barney Secretary. Focus was on 2024-2024 budget proposal and reassignment of money. Waiting for paperwork from Ray Board Foundation for internship program.
   b. Governance Committee Report – C vanValkenburg Chair & Secretary. Subcommittee reported process has begun of Google Drive and Trustee Manual. Governance and Finance folders in Google drive are the initial review. Anything missing will be found and placed in folders. Sections of the Manual will be reviewed and comments will be reviewed at the next Governance meeting . All updates will be presented to the BOT in sections. Will look to subcommittees for roles and responsibilities. BOT Badge for S Jezek has been ordered. Updated BOT Contact list given out.
   c. Development Committee Report – M Mazur Chair S Jezek Secretary. Subcommittee reported Goodspeed will continue to offer complimentary tickets. FOEHFPL will have 2 new programs: Kids Lego and Loosely Bound. Need to redefine roles and responsibilities. Each member will provide their input. Subcommittee is to support Friends Groups programs rather than initiate them. The subcommittee has changed their meeting days and times which need to be sent to Governance. They will need to get the town's approval for the change.

V. Unfinished Business
   A. Internship Program – L Prichard stated the final paperwork needs to go through.
   B. CLC Strategic Planning Cohort-Develop Strategic Plan Committee: Board members will provide initial planning of ideas on how to achieve these goals with defined timelines and metrics.
      a. Library is a Community Hub that is welcoming and inclusive space.
      b. Library will extend partnerships and community connections.
      c. Library will expand learning opportunities and initiatives.
      d. Library will see to increase the resources available to meet its mission and vision.
   C. ACLB Membership- Board will join as an institution for a Jan-Jan term for $100.

VI. New Business

a. 2024-25 Budget – L Prichard high level: Current budget is $455,000 propose to increase to $480,000 ($25,000 or 5% increase). The goal is to harvest and reinvest by dropping $5000 from maintenance to add to staff. Electricity costs going up 55% KW/Hr. Merit and equity adjustment to staff line. EHLS employee pay is way below market value according to the Connecticut Library Associations. The hours of the library currently do not meet the needs of the community. The draft budget is due to be sent to the Town by Jan 16, 2024, which did not give enough time to send the complete budget proposal to the Board of Trustees to review and vote on. It will be submitted to the town and any amendments to the budget will be discussed at Finance and BOT meetings.

b. Middlesex County Foundation Grant- C vanValkenburg made a motion to amend the agenda to include the vote for the CFMC grant. J Bielot 2nd the motion. The Grant for $5000 was signed by 1st Select-person I Haines. The grant will go toward the redesign of the library website. B Barney made a motion to accept the grant. J Ranaudo 2nd the motion. All in favor.

VII. Audience of Citizens: K Mcrae praised Anastasia for her awesome tech support at the libraries.

VIII. Without objection, the meeting was adjourned at 7:37 pm.

Submitted by C vanValkenburg, Secretary.