Minutes

East Haddam Library System Board of Trustees

Thursday, April 11, 2024

Municipal Office Building
Meeting Room 3

6:30 PM

Mission Statement: The East Haddam Public Library System seeks to enrich lives by helping to build communities of lifelong learners. The system provides access to historical collections, offers materials in print and digital formats, and gives community members opportunities to share in public discussion.

I. Call to Order by D Barlow 6:31pm
   a. Trustees present: D Barlow, J Ranaudo, J Bielot, C vanValkenburg, W Barney, S Jezek, M Mazur, A Hinchcliff
   b. Also present: E Morgen (Director EHLS) K McRae (FOEHFPL)

II. Approval of Mar 18 meeting minutes accepted as presented.

III. Directors Report – E Morgen reported that Anastasia Wilson was hired as the full-time Children's Librarian and will begin her new role on April 23rd. She went over the upcoming programs and budget. The role as director is broken down into three parts:
   i. Administrative: policies, budgets, personal skills, tools that are available
   ii. Networking: with other entities within East Haddam and with other libra
   iii. @ Desk: the day to day of working at the desk with patrons

IV. Reports:
   a. Finance Committee Report – Budget was discussed, and it was noted that the oil account for Rathbun branch was reduced to zero because of the mini-split systems. E Morgen to discuss with 1st Selectman and Facilities Director. The committee has recommended to the Governance committee minor updates to their role description within the BOT manual.
   b. Governance Committee Report – Review of Google Drive is completed and will be done annually at the beginning of fiscal year for the previous year. Edit recommendations to the BOT manual have begun. L Zemienieski provided a link to the ordinance, and it clearly states East Haddam Public Library System. There was a discussion on the name and role of the "Development Committee". It was confirmed that C Delisle has resigned from the Board of Trustees. The Employee Engagement Survey and Review of the director will begin in June for the fiscal year.
   c. Development Committee Report – Upcoming programs were reviewed including the co-sponsored Friends Groups Hansel & Gretel puppet show. The Goodspeed Good Neighbor Program is a success, but Goodspeed has warned the library that South Pacific is almost sold out and unlikely to have free tickets for this production.
   d. Friends Liaison Report – K McRae reported that FOEHFPL recently found out that Discover, the company that usually picks up the unsold books after the book sale, has gone out of business. If anyone knows another way to take the books away, let the friends group know. M Cassenti, past EHFPL intern, presented to the FOEHFPL regarding

the Pokémon Club he oversaw, and the Friends group will be making monthly donations so M Cassenti can continue hosting this very popular club. J Bielot recommended they do not exceed $600 due to tax purposes. M Mazur reported that Rathbun Friends group is in the middle of planning their October Halloween programs.

V. Unfinished Business
   A. Internship Program – E Morgen will contact the Ray Fund to see what the next steps are.
   B. 2024-2025 Budget – The public hearing for the town budget is April 16 @ 7pm at the High School. The referendum is on May 14.
   C. CLC Strategic Planning Cohort-Develop Strategic Plan Committee – Measurable goals will be discussed at May's BOT meeting.
   D. ACLB Membership – E Morgen confirmed the invoice was processed and will send a link to committee members so we can log on.

VI. New Business – W Barney made a motion to add a New Business item for new trustee member to the 1st Selectman. C vanValkenburg second it. W Barney made a motion to add a New Business item Renaming and Redefining of the Current Development Committee. J Bielot 2nd it.
   a. New Board of Trustees Member – J Ranaudo made a motion to recommend K McRae as a proposed candidate for the Board of Trustees to fill in the recent vacancy from C Delisle's resignation for the term ending November 2025 to the 1st Selectman. C vanValkenburg second it. Discussion was had and the board is all in favor of proceeding with the proposed candidate. The next step is K McRae will need to fill out a form and the Board will send a letter of recommendation to the 1st Selectman.
   b. Rename & Definition of the Development Committee – E Morgen recommends the renaming of this committee to Public Relations Committee because we need to promote the library system in our community and let the town know what we do as a board; our goals include the need for an accessible building. It is not uncommon for library boards to have a Public Relations Committee. Further discussion will be held at the subcommittee meeting in May and then brought to the Board of Trustees meeting.
   c. Committee Assignments – W Barney made a motion that C vanValkenburg join the "Development Committee". J Ranaudo 2nd it. C vanValkenburg will attend both Governance and "Development Committee" until Governance has completed the BOT manual updates.

VII. Audience of Citizens – none

VIII. Without objection, the meeting was adjourned at 7:43pm.

The meeting will be streamed live on YouTube at the following link: https://www.youtube.com/channel/UCLZq-CmatoKY6FW829c6mBA You may also access the YouTube Live link from the Town's website: www.easthaddam.org

email questions or comments to: emorgen@easthaddamlibrarysystem.org