Minutes

East Haddam Library System Board of Trustees

Thursday, May 9, 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 6:32pm
   a. Trustees present: D Barlow, J Ranaudo, K McRae, C vanValkenburg, W Barney, S Jezek, M Mazur,
   b. Also present: E Morgen (Director EHLS), M Sullivan

II. Approval of Apr 11 meeting minutes accepted as presented.

III. Directors Report – E Morgen reported that a couple of building maintenance had to be addressed. Libraries will extend their hours and close at 5pm starting July 1 during the days they were closing at 4. Want to get an Open flag but need to ask since it is in a historic district. Budget referendum is on May 14. A new MLS graduate will be hired to take Anastasia's position that was just vacated. Microsoft Office licenses are expiring. Attended CT Library Association (CLA). She and the 1st Selectman will be attending an informational webinar on Grant applications on May 15th. Met with Maureen Sullivan regarding the Strategic Plan.

IV. Reports:
   a. Finance Committee Report – Budget referendum is May 14. The Ray Board intern is the same as the BOE intern. E Morgen will reach out to the Ray Board to see if they will fund a 2nd intern.
   b. Governance Committee Report – Review of the BOT manual is complete and suggested edits will begin. Employee surveys will be distributed to both library branches at the beginning of June and collected at the end of June. C vanValkenburg will continue to be chair/secretary for another month. K McRae is now an official member of the BOT. Library director evaluation by BOT will be conducted in June. A sign-up sheet to bring goodies to the EHLS monthly staff meeting was passed around.
   c. Development Committee Report – Discussion of renaming and roles & responsibilities was had, and details are under new business. C vanValkenburg has joined this committee. Discussed Tanglewood Puppet show that was on April 28. Hope to bring them back for another show in the fall. Getting ready for summer reading programs.
   d. Friends Liaison Report – K McRae reported that FOEHFPL need sturdy boxes for the collection of books for the book sale. The collection of books will begin in June after the 1st Church's tag sale. E Morgen will reach out to the superintendent to see if they can work together to bring the Tanglewood Puppet show to the elementary school for a co-

sponsored event with Friends Groups and school. M Mazur reported that Rathbun Friends group Tiny Hamlet event and the Tanglewood Puppet show attendance.

V. Unfinished Business
   A. Internship Program – E Morgen will contact the Ray Fund to see if can fund a 2nd intern.
   B. 2024-2025 Budget –referendum is on May 14.
   C. CLC Strategic Planning Cohort-Develop Strategic Plan Committee – M Sullivan spoke at the meeting, and she had previous discussions with E Morgen. E Morgen and her staff are now in the development phase of the Action or Operation plan. It is not the duty of the board to create this plan. However, the board is here to support by being available to support the work of the administrator and offer guidance and ideas. ACLB is a great resource to review during this process. M Sullivan will continue to support in any way she can.
   D. ACLB Membership – E Morgen had sent the link and passport. Will see when the annual meeting is.

VI. New Business
   a. Location of Finance Subcommittee Meetings– D Barlow suggested tabling discussion until the next meeting, so all members of the committee are present.
   b. Governance Committee Meeting time – J Ranaudo made a motion to change the meeting to the 1st Thursday of the month at 9 am July onward. S Jezek 2nd it. All in favor without further discussion.
   c. Development Committee Description and Committee Name – C vanValkenburg made a motion to change the name to the Public Relations Committee and the roles and responsibilities were read aloud. M Mazur 2nd it. Passed by a vote of 6 in favor 1 abstain.
   d. Update on Vacant Seat – J Ranaudo watched the town meeting and K McRae was approved as a BOT member to fill the vacancy until the term ends November 2025. J Ranaudo will check on getting the official document to K McRae.

VII. Audience of Citizens – none

VIII. Without objection, the meeting was adjourned at 7:41pm.

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