Minutes

East Haddam Library System Board of Trustees

Thursday, November 14, 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, K McRae, C vanValkenburg, S Jezek, M Mazur, A Hinchcliff, J Tryon, J Bielot, W Barney
   b. Also present: E Morgen (Director EHLS),

II. Approval of October 10, 2024, meeting minutes accepted as presented.

III. Directors Report – E Morgen reported that fall was very busy with events; the website design for the library system is moving forward; Lyndsey Taylor, Librarian 1, has left her position at the end of October and E Morgen will be looking for her replacement; Book distributor has had issues with sending new books out. Looking into resolutions but in the meantime hope patrons will be patient; Budget is on track. Will be discussing with financial director about an increase to budget so can increase the number of staff; Continuing testing at Rathbun to provide heat not using oil. Very cold in certain areas so will reach out to Chatham Health to see what the requirements are if need to close due to cold.

IV. Reports
   a. Finance Committee Report – Main concern is how to present to town the need to increase the budget to get more staff.
   b. Governance Committee Report – Trustee manual has been updated see in new business more information; Need to send the calendar to town for BOT and sub-committee meetings by end of the month; Also need to confirm chair and secretary for each committee.
   c. Public Relations Report – Draft Proposed Goals & Guidelines
      i. Assist the Library in promoting events
      ii. Advise the Director of positive or negative feedback they may receive about the library or its events
      iii. Encourage Trustees, if time permits, to attend events sponsored by the Library staff or Friends Groups
      iv. Provide feedback to the Library in its web design project
      v. Help promote the need for a new Library.
   d. Friends of Rathbun: Looking to schedule Half Pint Hamlet & Marionette/puppet events for 2025
   e. Friends of EHFPL: Book sale very successful had lots of help from Leos cleaning up. Need more help setting up but time is not the best due to work schedules. Friday evening has

best sales may start earlier because senior center closes at 3. Author showcase is Nov 16 with lots of local authors. Hoping for a good turnout.

V. Unfinished Business
   a. Internship Program – E Morgen will confirm if Ray Board can pay for internship program until end of fiscal year. In the future they will be setting their sights on other endeavors.
   b. 2024-2025 Budget –no change
   c. CLC Strategic Planning Cohort-Develop Strategic Plan Committee – Looking to see if senior center is a better location for some adult events Will see about adding a line budget to include Strategic Plan events that are outside of the regular library events.

VI. New Business
   a. Board of Trustees Manual Section 3.1 regarding donations and a letter that can be sent to the donor. It was asked who would write the letter. W Barney made a motion to accept the changes to the manual with exemptions of donation policy section 3.1 2nd by C vanValkenburg and discussion was had: The town will be asked for clarification. Footer needs to be updated to correct date. J Tyron made a motion to accept the updates to the live document and will amend as needed after they hear back from the town. W Barny 2nd it. All in favor as presented.
   b. 2025 Calendar: it was discussed that it is easier to have too many meetings and cancel as necessary for each of the committees rather than not have them and try to add meetings. W Barney made a motion to accept the 2025 Calendar as presented. C vanValkenburg 2nd. All approved without objections Each committee chair and secretary will remain as is: Finance: Chair-J Bielot Secretary – W Barney Public Relations: Chair – M Mazur Secretary – C vanValkenburg Governance: Chair & Secretary J Tyron W Barny made a motion to accept the chair and secretary as presented. J Tyron 2nd passed without objection

VII. Audience of Citizens – none

VIII. Without objection, the meeting was adjourned at 7:35pm.

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