Minutes

East Haddam Library System Board of Trustees

Thursday, February 13, 2025

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, K McRae, C vanValkenburg (via phone), S Jezek, J Bielot M Mazur (via YouTube), J Ranaudo
   b. Also present: E Morgen (Director EHLS), Laurel White (BOT nominee applicant)

II. Approval of January 9, 2024, meeting minutes accepted as presented.

III. Directors Report – E Morgen reported that due to staff shortages has had to aid patrons and man the desk. Patrons have expressed to her how grateful they are for the technology and help the library system has been able to provide. Also due to staff shortages, shas not been able to research or apply for new grants. Library budget FY26 is moving forward; New web design is almost ready to roll out; Children's programs such as Home School Hangout and 1000 Books before kindergarten are very successful; Take your child to the Library Day was Feb 1; Linda Wagner taught how to make Origami pieces Feb 8. New Library Assistant, Hayley Ault, has been hired.

IV. Reports
   a. Finance Committee Report – met Feb 10 discussed the status of '24-'25 & '25-'26 budgets. The '25-'26 budget request justification narrative on the spending compared to surrounding towns. In some cases, the spending is considerably less despite we have 2 branches. Funding for the interns from the current budget is running out.
   b. Governance Committee Report – Did not meet.
   c. Public Relations Report – Did not meet. This committee will be instrumental in providing community awareness on the Presentation Boards for the New Library
   d. Friends Liaison Report
      i. Friends of EHFPL - Researching cost of purchasing sandwich boards; Children events with Historical Society in July is planned and asking both Friends group each support 1 of the 4 events.
      ii. Friends of Rathbun – Silhouette Lady Event around Mother's Day. Marionette event planning for possibly the summer; Gift Cars for Flowers were sent for Library Month.

V. Unfinished Business
   a. Internship Program – Added to '25-'26 budget request.
   b. 2024-2025 Budget –on track

c. 2025-2026 Budget – Budget Meeting with BOS February 18th, 3pm. Justification narrative will be presented from her research comparing surrounding town budget and staffing needs to ours. Reinstate 2 library interns at minimum wage; an additional 5 hours for Branch Manager; 2.5% COLAs & merit increase.
d. CLC Strategic Planning Cohort-Develop Strategic Plan Committee – on task.
e. Draft Website – have received positive feed back and some suggestions for minor changes. There will be a zoom meeting to discuss. Once up and running they will have the support from the vendor to train employees and any issues that might occur. L White mentioned that the BOE new website has a calendar that can be uploaded to your phone.
f. Presentation Boards for New Library Facility – The 3 suggested sites from the New Library Committee and several other sites that the committee did not suggest are not present in the Boards that the 1st Selectman had provided to the Library and BOT. There will be a conversation with the 1st Selectman to find out why they were not included since there was so much time and effort from the New Library Committee to work on the proposed sites.

VI. New Business
a. Staff sick policy – reviewed with employees. If sick stay home for patrons and themselves. If the library has to close or cannot open, this will be done.
b. Vacant Seat Discussion – J Ranaudo motioned that BOT nominate Laurel White for the vacant seat to the Board of Selectman. S Jezek 2nd. No further discussion was done and all approved. J Ranaudo will write a letter to the 1st Selectman stating our support for the applicant.

VII. Audience of Citizens – none

VIII. Without objection, the meeting was adjourned at 7:14 pm.

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