Minutes

East Haddam Library System Board of Trustees

Thursday, October 09, 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 @ 6:38pm
   a. Trustees present: J Tyron Ranaudo, K McRae, D Barlow, L White, C vanValkenburg
   b. Others present: E Morgen EHLS Director

II. Approval of September 11, 2025, meeting minutes as presented

III. Directors Report –
   a. Have a stable Staff. Shomriel Sherman started as Library Assistant at Rathbun; Ryan Atkinson is high school Intern; Nancy Prices is back.
   b. Directors Retreat on Sep 15th @ Guilford Retreat Center was excellent and led by Maureen Sullivan.
   c. Budget Y26 began July 1, 2025, and spent 20.6% through Oct 6th. Withing our budget
   d. Oct Events: Nature Journaling 11am-1pm Oct 14; Friends of EHFPL Book Sale 4-7pm Oct 10 & 9am-2pm Oct 11; Friends of Rathbun Half Pint Halloween Hamlet 2-5pm Oct 18; East Haddam Community Lions Club free vision screening @ EHFPL 3-4pm Oct 30; Safe Halloween 5-8pm Oct 31; Goodspeed Good Neighbor Program tickets selling out for Chorus Line
   e. Book Distributor News: Baker & Taylor will be closing their doors in January. EHLS uses Ingram, however, will most likely impact us with slower receipt of new books.
   f. Directors Projects: Policy updates approved by CT State Library; Annual statistical report submitted to the CT State. Library usage continues to increase. Once state has reviewed, will be available to review

IV. Reports:
   a. Finance Committee Report – Met Oct 6
      i. 2025-26 Budget expenses are on or below budget. E Morgen researched internet costs at each branch. EHFPL switched to Frontier Fiber expecting reduce cost of $1200/year. It is not currently available at Rathbun branch.
   b. Governance Committee Report – Met Oct 6
      i. 1 vacant seat open not on the ballot. 1st Selectman elect can appoint someone representing the minority party (not Democrat) for a 2-year appointment. Reminder Dawn Barlow is a write-in candidate.
      ii. Annual Manual Review is ongoing and will be discussed at Nov meeting.
      iii. Orientation Package will be created to include a printed copy of the manual.

iv. Committee reviewed the director's updated policies, which have been approved by the state. The committee approved the policies and moved to send to entire Board of Trustees for their vote.

c. Public Relations Committee Report – Met Oct 1
   i. Discussed upcoming events listed in Director's Reports.
   ii. Collaborative community opportunities continue such as events with the Land Trust, Community Talks etc.
   iii. Discussed if a sign-up sheet would be helpful for BOT members to use to help with events. E Morgen will discuss with both Friends groups. It was very helpful to receive the email regarding help for the upcoming book sale and having BOT members participate.

d. Friends Liaison Report:
   i. Friends of EHFPL -
      - Upcoming book sale Oct 10 Seniors will be able to come at 3pm. There is a plan in place to keep some of the books that do not sell in storage at Municipal Building and have a Spring Adult Book Sale.
      - Author Showcase 11-3pm Nov 8 will have a food cart. Also, Ryan Knagg will be present to offer guidance on worth of any old books you may have. May need help in setting up tables.
      - Unified Friends group flyer was presented to BOT and will be available at upcoming events.
      - Reminder that you do not need to be a member of any friends group to attend meetings or participate at events.

V. Unfinished Business

A. 2025–26 Budget – Previously discussed above

B. CLC Strategic Planning Cohort-Develop Strategic Plan Committee –
   a. The focus was to extend community outreach. The EHLS summer reading program is an example of how several reading programs within the town were joined together for less confusion and was a huge success.
   b. EHLS rebranded with new website and logo
   c. Have resources for those who will benefit such as activities for home-schooled children.

C. New Library Facility – E Morgen met with current 1st Selectman Irene Haines and want to form a Building Committee after the election. This committee will research if other buildings in the area can be renovated and or find the correct spot for a new building. One of the discussions that will be needed with the new 1st Selectman will be to keep the library system in the forefront especially where the buildings are not currently ADA compliant.

D. Cuts to IMLS – Nothing New

E. Updated Library Policies
   a. Collection Development and Maintenance Policy: C vanValkenburg made a motion to accept this policy as written; J Tyron Ranaudo 2nd it. The policy was approved without objection.

b. East Haddam Library System Display Policy: C vanValkenburg made a motion to accept this policy as written; K McRae 2nd it. The policy was approved without objection.
c. East Haddam Library System Programming Policy: K Mc Rae made a motion to accept this policy as written; C vanValkenburg 2nd it. The policy was approved without objection.
d. Material Review and Reconsideration Policy: L White made a motion to accept this policy as written; K McRae 2nd it. The policy was approved without objection.
e. Request for reconsideration of Library Materials: C vanValkenburg made a motion to accept this policy as written; J Tyron Ranaudo 2nd it. The policy was approved without objection.

VI. New Business – The trustees thanked C vanValkenburg for her service to the board for the past 6 years.

VII. Audience of Citizens - None

VIII. Adjournment without objection at 7:23pm

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