

## 3-23-2015

Present: Virginia Evensen, Jamie Beckman, Betsy Clifford, Paul Geraghty, Pam Crum, Mary Karkutt-Kulak, Raul deBrigard, BJ Noonan, Tanja Moriarty, James Simpson, Cindy Muhlbach

Absent: Mike Jordan, Vivek Badami

Meeting called to order at 7:05 pm by President Raul deBrigard

Public Comment: none

Review of agenda: Approved as presented: BJ/Betsy

Secretary's report: Approved as presented: BJ/Paul

Treasurer's report: 1. Budget presented-was approved by the town with 1.5% increase. The finance committee needs to work on adapting the budget to the amount allowed by the town. 2. Request from IRS for missing pages from the tax return has been resolved. 3. Discussion about the insurance being covered by the town policies and how that might impact the budget-there has been no written report on the coverage from the Town's insurance carrier. Paul will continue to work on this issue.

Comptroller's report: 1. The check book balance as of 2-28-2015 is \$34,501.00. 2. There are still problems with the transition to QuickBooks but they are being resolved. 3. The library will receive a \$500 grant from Traveler's in recognition of BJ's volunteer services to the library.

Director's report: 1. Donation to the endowment in memory of George Morrill of 100.00 and from United Way \$23.18 from Betsy Clifford. 2. Conflict of interest policy was distributed to and signed by the Board members. 3. There was a request to have a child's birthday party at the library. This event will occur in April. This could be a possible on-going fundraiser for the library. 4. Paul will try again to contact Dr. Brown regarding the customer service survey done by Marissa Lemacher.

President's report: 1. Resignations received from Mack Stewart (immediate for personal reasons), Vivek Badami(as of the end of the month due to work conflicts) and Betsy Clifford (end of term in June). Tanja Moriarty also has decided not to continue on the Board of Trustees. 2. Jim Simpson has yet to meet with the Selectman. He is scheduled to be interviewed before the next Selectmen's meeting. All of these resignations were accepted with regret.

Committee reports:

Building/grounds: 1. Work continues on the problem of the frozen water pipe. Now that the weather is improving it is not an issue. 2. No report on the shed. 3. Continued work on use of the newly acquired property-the issue of whether to divide the property and how to reconfigure the parking.

Budget/finance: 1. The committee is working to adjust the 2015/2016 budget line items to work within the Town's proposed allocation.

Development/planning: 1. Taste of Haddam plans are progressing. There will be a meeting next Tuesday devoted to planning for this event on May 2, 2015.

Friends of library: No report

Personnel/Policy: 1. Three staff members, Diane Deedy, Dave Matthews, and Bev Radziwon have resigned. Cindy presented a plan for staffing the library with existing staff. Overall there will be a 10 hour/week cut in staffing in order to comply with the Town budget. There may be a need to advertise for additional staff with specific qualification. 2. Motion was made to advertise for a part-time person with computer/adult programming skills. Paul/Raul 3. Motion was made to advertise for a part time youth library assistant. Pam/Betsy 3. One of the people leaving is a long time employee. A gathering will be planned for her. Cindy will plan and notify the Board of the date. She will be presented with a thank you gift from the Board. 4. There needs to be a policy for distribution of earned vacation time at the time of resignation. 5. Work needs to continue on an employee handbook.

Nominating: no report-there needs be a meeting to find additional people for the Board of Trustees;

Unfinished business: 1. The new by-laws will be sent out for review and discussion at the next meeting.

Next meeting: 4/28/2015 7:00 pm

Meeting adjourned: 9:05 pm.

Respectfully submitted:

Virginia L. Evensen, Secretary

Approved as corrected 4-28-2015