

4-26-2015

PRESENT: Virginia Evensen, Jamie Beckman, Pam Crum, Mary Karkutt-Kulak, Mike Jordan, Raul deBrigard, BJ Noonan, James Simpson, Betsy Clifford, Cindy Muhlbach

ABSENT: Paul Geraghty

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

Agenda approved as presented

Secretary's report: Approved as corrected Raul/Betsy

Treasurer's report: The QuickBooks use is improving. The investment and savings accounts have been reconciled through 3/31/2015. The 916 Saybrook Road checking account has been reconciled through 12/31/2014. The Friends' account detail has been received but has not yet been input.

Comptroller's report: As of 3/31/2015 \$31,878.00 Continue to work on transferring information to Quick Books.

Director's report: 1. The children's library was used for a birthday party. It was a success. The family set up and cleaned up. The library received a check for \$50. We need an application for this use and will probably increase the fee to \$75.00 if the party is during the regular library hours. An additional \$25.00 will be charged if the party extends beyond the regular hours. 2. Staffing at this time will be Pat and Melissa sharing the children's programming and tech and public services will be managed by Sue. We have received many applications for the computer instructor and adult services coordinator. Interviews will begin shortly. An additional children's program assistant job, 1- person, 8-16 hours will be posted.

President's report: 1. It has been decided not to change our Board insurance at this time. No written confirmation has been received that the Board is covered on the town insurance policy. 2. An additional board member needs to be on the call list for the fire alarm. Mike will be the first call, Raul the second call. 3. There will be continuing dialog with the First Selectman regarding staffing and salaries. 4. The 10 years capital plan was submitted. The rough estimates on the cost for items needs to be attached to the plan. It is our understanding that the library will not have any line item in this year's town budget for capital items. 5. A report regarding the staff utilization at the library needs to be sent to the First Selectman.

Building/grounds: 1. The front door needs to be refinished. The estimated cost is \$1,200. 2. The foot lights on the front stairs need to be repaired or replaced. They were damaged this winter. 3. The outside shed is still needed for storage and needs to be moveable. A motion was made to proceed with the front door refinishing and the stair lighting project. Mike/Betsy. There will be a quote for the shed at the next meeting.

Budget/finance: Training on the use of Quick Books continues.

Development/Planning: Plans for Taste of Haddam are in place. There are many items for the silent auction. The Food permit for our event has not yet been received.

Friends of the Library: The Board confirms that no additional shelving for used books should be placed in the community room at this time.

Personnel/Policy: Need to continue to work on updating policies. The policy on unused vacation time at the time of leaving employment is not clear.

Nominating: Two names have been suggested for Board members. Letters will be sent out.

Unfinished business: 1. Jim is officially on the Board-his application for the Board was accepted by the First Selectman. 2. Web site is in the process of being upgraded. It will be easier to use. 3 Regarding the statistics, there needs to be additional interpretation of the numbers to provide a clear report for the reader-this was requested by Mary Karkutt-Kulak.

New business: Need to review the updated bylaws at the next meeting.

Meeting adjourned at 8:30 pm. The next meeting is 5/26/2015

Respectfully submitted,

Virginia L. Evensen, secretary
Approved as presented 5/26/201