

BOARD OF TRUSTEES MINUTES

10-27-2015

PRESENT: Liz Anderson, Jamie Beckman, Marijean Conrad, Pam Crum, Raul deBrigard, Virginia Evensen, Paul Geraghty, Mike Jordan, Mary Karkutt-Kulak, BJ Noonan, James Simpson

Friends: Mary Aduskevich

Employees: Patricia Coleman, Robbie Marshall, Laurie Gardner

Public Comment: None

Review of Agenda: Approved as presented

Development/Planning: Presentation of the annual appeal letter. Two sided to be folded with the greeting to the reader. A donation envelope will be included-Appeal is joint for Board and Friends. Approximately 3,700 will be sent-Board approved presentation to be done in color-approximate cost \$1,250. This project is to be done by Pages, Inc. Deep River, Ct. and is to be sent out as soon as possible.

Friends of the Library: The used book sale held in early October was successful in spite of the rain. We netted over \$200. We met a book dealer who purchased a significant number of books and stated that he would be willing to take our overstock.

Secretary's report: The minutes of the 9-22-2015 meeting were approved as presented. BJ/Pam. The minutes of the Special Meeting held on 9-30-2015 were approved as presented. Jim/Pam.

Treasurer's report: No report at this time. The quarterly distribution from the Town has been requested.

Comptroller's report: Balance in the account is \$23,804.00. The down payment for the shed was \$3000.00. There is a problem with resetting the passwords. The board recommended that the treasurer or the comptroller be the major signature. The finance committee needs to establish new procedures for accessing the different accounts. This will be presented at the next meeting.

Director's report: The Interim Director provided a written report that was presented by Robbie Marshall. 1. Annual Appeal donations received since June, 2015 were \$50-Andrew Gifford and Marguerite Novak, \$135-United Way of Central and Northeast Ct., \$33.65 -Trust Comprehensive Distribution, \$17.76 Middlesex United Way. Other donations-Liberty Bank \$250 to honor Betsy Clifford, \$120 Alliance of Haddam Art-for and adult program \$205 proceeds from Touch-a-Truck. 2. Review of adult programs and plans to look for increased attendance. 3. Review of children's programs by Pat Coleman. Children's books have been reorganized. New material has been purchased for the parent's shelf. In addition, the Saybrook at Haddam, a senior community in town, has requested that the library try providing a book club at the facility. Pat has had one session and found it to be successful.

President's report: 1. The resignation of the Library Director was accepted at the last meeting. Plans are being formulated to advertise for a new library director. 2. Cindy has not received the 2% IRA distribution for this year. P & P committee will determine how this will occur and present the information at the next meeting. 3. There has been a meeting with the First Selectman regarding the

director's position and the possibility of having a Town benefit package for this position. Plans are not yet firm. 4. Sue Steahly is working with the staff on schedules and job redistribution. Sue is aware that she has the responsibility for hiring and terminating employees with the Board's approval.

Building/Grounds: 1. Parking lot-the catch basin at the north corner of the lot near the stairs is deteriorating. Vic Marek has been contacted to repair this problem and is should be completed within a week. 2. The problem with the boiler-no heat-has had a temporary repair 3. The 916 Saybrook Road property needs repair of the garage door opening system. This will be done. 4. The shed has been ordered and should be delivered in the next two weeks. The pad for it needs to be prepared. The location was discussed and it was agreed that it should be north of the library near the property line. Vic Marek will complete this project. 6. Capital plan is being developed. Mike Fortuna has been contacted to help develop the plan for the relocation of the driveway to the south of the building and expanding the parking lots. To also be included is carpet replacement upstairs, replacement of the boiler and a plan for as outdoor reading room.

Budget/finance: No formal report. The interim director is beginning to work on the budget for next year.

Personnel/policy: 1.The new attendance policy was distributed to the board for discussion. Motion made to accept the policy as presented. Paul/Mike approved 2. Library Director updated job description presented. Motion made to accept as presented: Paul/Mike approved 3. Benefits package for Library Director was discussed at length. Plan is to look for a 40 hour/week Director with a salary between \$60,000 and \$70,000. The benefits may be through the Town program. This would need memo of understanding with the town and approval from the Finance Committee. Question was asked "would the director belong to the Town union" This will be researched.

Nominating: No report

New business: 1. Board agreed to plan a Holiday Social for the staff. It would be appetizers and desserts. The Development committee will discuss this with interim Library Director and set the date. Plan is give staff gift cards as a thank you gift.

Meeting adjourned at 10:00 pm. Please note change in date. Next meeting will be December 8, 2015 at 7:00 pm

Respectfully submitted.

Virginia Evensen, secretary

Minutes approved as presented 12-8-2015