

BOARD OF TRUSTEES MEETING

2-24-2015

Present: Virginia Evensen, Jamie Beckman, Betsy Clifford, Paul Geraghty, Pam Crum, Mary Karkutt-Kulak, Cindy Muhlbach, Mack Stewart, Tanja Moriarty, James Simpson, Raul deBrigard came in at 7:15pm

Absent: Mike Jordan, BJ Noonan, Vivek Badami

Meeting called to order at 7:10pm by Betsy Clifford, treasurer. Raul deBrigard assumed control of the meeting when he arrived.

Public comment: None

Agenda approved as presented.

Secretary's report: Approved with change of status of new board members to "proposed". Raul/Betsy

Treasurer's report: Quarterly report presented and discussed. 1. The value assessment for 916 Saybrook Road property is now \$214,160.00, an increase of \$3,040.00. 2. The tenant is expected to renew the lease for the property with a \$25.00 increase in rent. 3. Snow plowing through 2/10/2015 is \$1,170.00 4. The check book balance for 916 Saybrook Road account is \$4,754.83. 5. The treasurer's accounts are still not transferred to QuickBooks. 6. The CD that matured at Liberty Bank has been rolled. Unfortunately the notice was not received until after the 10 day grace period.

Comptroller's report: Not available.

Director's report: 1. Donations received in memory of George Morrill, \$190.00, have been placed in the endowment. 2. Two employees have submitted resignations. Diane Deedy's last day working will be March 6, 2015. Dave Matthew's last day working will be February 27, 2015.

President's report: 1. Spoke with the First Selectman about the Board of Trustee's insurance. Suggestion is that Director's and Trustee's liability may be covered by the Town's insurance. Paul will work to clarify with the insurance carrier the implications of this change and ensure coverage for the 916 Saybrook Road property. 2. A contingent of officers and the Director met again with the Selectmen regarding the budget. Our current budget (2014-2015) will be increased by \$6,120, which represents a 2.5% increase in the salary line item to match the union increase for town employees. Any increase for 2015-2016 is still not clear. 3. The First Selectman requests that we look at the staffing levels. Cindy will explore staffing levels and comparative payrolls of area town libraries.

Building/grounds: Pam read report submitted by Mike Jordan. 1. Regarding the heat-a new controller has been ordered and will be installed next week. 2. Vic Marek has reported that it is difficult to plow the 916 Saybrook Road property as there are too many vehicles in the driveway. The management company will deal with this. 3. Salt for the steps-there needs to be a different type of material used on the steps. Mike will work on this with Vic Marek. 4. There has been a frozen water pipe in the unheated room in the library on several occasions lately. Keeping the door open, and the raising the temperature in the adjacent room does not always work. Mike Jordan is working on this problem.

Budget/finance: No additional information to be presented.

Development/Planning: 1. Taste of Haddam-initial work on finding restaurants and silent auction items has begun. There are two town residents who are interested in helping with this event. Board approved having them help secure silent auction items. There will be a meeting on 3-10-2015 to set the advertising plans. All board members are encouraged to attend. 2. Discussion on sending out an annual appeal to businesses as the Friends have just sent out their annual appeal letter. Decision was made to hold the business letter until the fall. The plan is to have Board and Friends meet to coordinate the annual campaigns. 3. Tanja presented information on the meeting with Valerie Taylor of Leadership Greater Hartford a company that works with Boards to improve their skills and to help with management of nonprofit agencies. Discussed what is offered from this agency. Tanja distributed a Trustee questionnaire. It was decided that each Board member should complete the questionnaire and bring it to the next meeting. This will help the Board determine what type of training would help us. It was also suggested that each Board member read the by-laws before the next meeting. They are available on the web site.

Friends of the library: Betsy will meet with the president of the Friends in April. It is suggested that a Board liaison be designated and that the Board and the Friends develop a closer working relationship.

Personnel/policy: 1. The director is to explore redistributing the working assignments with the remaining staff. The advertisement for replacement of staff will not be placed at this time.

Nominating: 1. The resignation letter from Betsy Clifford was read and was accepted with regret.

Unfinished business: 1. The status of the endowment funds was discussed. Budget/finance will pursue a clarification of use of these funds. 2. There was a brief discussion about the status of the changes in the by-laws. Raul will distribute a draft copy for discussion at the next meeting.

New business: 1. A letter was received from the Association of Connecticut Library Board with the application to continue membership. The Board agreed that the Board should continue to participate in this Association.

Meeting adjourned at 9:25 pm. Next meeting will be Tuesday, March 23, 2015 at 7:00 pm

Respectfully submitted:

Virginia L. Evensen, Secretary

Approved 3/23/2015