

## DRAFT MINUTES/APPROVED

North Haven Memorial Library Board Meeting  
Thursday, January 17, 2013

### *Minutes*

Attendance: The meeting was called to order by Chairman Michael Fletcher at 7:30pm.

Present: Lois Baldini, Kimberly Carew, Patricia Dortenzio, Michael Fletcher, Mary Anne Hardy, Erin MacDonnell, Peter McPhedran. (Mary Ann Santora, Secretary)

Absent: Ruth Bryant, Paul Colella, John Graef, Jeanne Saldanha.

1. Approval of Minutes of Thursday, Nov. 15, 2012. Michael Fletcher asked that the minutes be approved, motion by Erin MacDonnell, seconded by Kim Carew.
2. Financial Statement: Michael Fletcher asked that the financial statement be accepted; motion by Erin MacDonnell, seconded by Kim Carew.
3. Old Business: Copier Issues – still a work in progress but is getting better. The copy machine is leased through the town.
4. New Business: Director's Report:
  - a. Lights in the parking lot are fixed.
  - b. Budget - The budget was completed and reviewed by Board Chairman, Michael Fletcher. It was sent to the Town Hall the first week in December. We have been told to expect a lean year. I asked for a \$3000 increase in the Audio Visual Line. That line had been neglected for many years and it will take some time to catch up. In capital we asked for an additional \$10,000 to continue the replacement of the computers in the building. We have ordered 16 with the money for this year. We also asked for the replacement of the chairs in the Community Room. We expect a little over \$12,000 in LEAP money to be coming by the end of next week. The budget workshop will be Saturday, January 26, at 8:30 am in the upstairs conference room at the town hall.
  - c. Roof – Work will begin shortly on the installation of snow guards on the roof. The bid was awarded to Ultimate Construction from West Hartford. We are waiting for parts and hope to begin before February. The installation will take place in stages and pedestrian walkways will be built over the two main entranceways. The book drop will be closed when the entrance ways are done. The four entries that will be done are the two main entries, the Community Room and the staff entrance.
  - d. Lobby Lights - I spoke with electrician about the lobby lights before Christmas. There has been no movement there.
  - f. Kay Guidone, a longtime library employee who worked here for 25 years died in December. She retired in 1986. The library sent flowers. I received notification from the Probate Court that the library was named in Barbara Sergeant's will. I have spoken with the attorney and when the assets are liquidated we will know what was left. He indicated that the library may use the money with no stipulations.

- g. Please sign the code of ethics form. You do this in your capacity as a town official.
  - h. Caitlin Loller has been hired to replace the position vacated by Karilyn Mackey.
5. The next scheduled meeting will be held on March 21<sup>st</sup>, at 7:30 p.m. Erin MacDonnell moved that the meeting be adjourned, seconded by Kim Carew.