



*Next regular
meeting*

**May 24, 2011
4:00 p.m.**

**Public Library of New London
Meeting of Board of Trustees
April 19, 2011, 4:00 p.m.
MINUTES**

1. **CALL TO ORDER.** D. Roth called the meeting to order at 4:05 p.m.
2. **ROLL CALL.** G. Angell, J. Briddell, M. Cibes (until 5:40 p.m.), M. Doherty, J. Esposito, E. Gerity (until 5:40 p.m.), E. Garcia-Gonzalez, J. Gonzalez, D. Hersant, S. Maryeski (*ex officio*), M. Passero (*City Council Liaison*) (until 5:35 p.m.), D. Roth. Excused: B. Willoughby.
3. **PUBLIC COMMENTS** (none)
4. **ACCEPTANCE OF MINUTES**
MOTION: E. Gerity moved to accept the minutes of the Board Meeting of March 15, 2011 as presented. The motion was seconded and passed unanimously.
5. **CORRESPONDENCE**
The Library received (1) a thank-you letter for use of the Community Room from Barbara Dixon, Neighborhood Coordinator for the New London Academy, and (2) a letter from the Connecticut Commission on Culture and Tourism, stating that it had found the Library in very good condition and reminding it that the historic preservation restriction would be in effect until 2020.
6. **REPORTS**
 - a. Director (S. Maryeski)
 - The Board received a written report from the Director.
 - Sunday hours will stop after April 17. They are expected to resume in the fall.
 - The Director is exploring the possibility of becoming a regional site for computer access to the Foundation Center, whose services include a data base for grant research.
 - Some unexpected budget expenditures are \$1500 for a new camera recorder for the security system and \$5000 for two actuators and a water pump for the boiler room.
 - The Director is seeking estimates for snow-plowing services.
 - At its May meeting, the Board will reconsider the fee for Community Room usage in view of the drop in reservations.
 - City Councilor Passero reported that the City Council had approved the CDBG funds, which now depend upon federal action.
 - b. Executive Committee (President D. Roth) (no report)
 - c. Personnel/Nominating Committee (Chair J. Esposito)
The Board discussed the draft Personnel Policy and made several revisions.
 - The City's Affirmative Action Plan needs to be included with the Policy, and the verb "embraces" needs strengthening.
 - V.D.2 The Director explained that requiring employees to remain on-site during rest periods has been added in order to minimize the Library's liability with respect to Worker's

Compensation claims for mishaps during these periods in which they are legally covered by that program.

- V.E.2. “11 stated holidays”
- VI.A.4.(Leave) “who work fewer than twenty hours”
- VI.F. (Leave) Add that full-time employees on child-bearing/child-rearing leaves will retain benefits.
- VI.D.2. (Staff Responsibilities) and VII.F.2. These sections describe the contents of personnel files and were not revised.
- Appendix B. The Director will work with staff and Committee members on revising the job descriptions.
- Dates associated with policy changes in past years will be removed.

MOTION: E. Gerity moved to accept the draft Personnel Policy as revised and to forward it to the Londregan firm for review. The motion was seconded and passed unanimously.

d. Treasurer & Finance Committee (Chair D. Hersant)

The Chair gave a written report about the budget and investments.

- The financial position of the Library is stable at this time. City Councilor Passero reported that the Director’s budget presentation had been well received by a majority of councilors.
- The Committee met to review investments, which are now primarily in bonds. The Chair will investigate other financial opportunities. He will also determine the basis of the Mulvey, Newcomb, and Palmer funds.

e. Fund-Raising Committee (Chair M. Cibes)

The Chair has prepared letters directed to individuals and businesses for the purpose of soliciting funds for roof-repair-related donations; they will be mailed in the next week. A solicitation reply envelope will also be provided to each patron as he/she checks out. The cost of the mailing was about \$700 for printing and stamps.

For future letters, the Library will resume its pre-Capital-Campaign policy of having individual Board members sign solicitation letters whenever possible.

f. Grants Committee (Chair B. Willoughby) (no report)

g. Building/Grounds Committee (Chair G. Angell)

The Chair has looked at the 1976 flat roof with the architect. The repairs are estimated to last about five years, after which the Library will need a new roof.

h. Friends of the Library (President J. Esposito)

The Annual Book Sale is scheduled for May 28 from 9:00 a.m. until 3:00 p.m. Board members were encouraged to volunteer in the preparation and in the Sale.

i. Policy/Bylaws Committee (Chair Mary Doherty)

The Chair distributed copies of draft Patron Policies and Fee Schedule, which have been vetted by the Director and the staff. The Board will review and vote on the documents at the May Board meeting.

j. Long Range Planning Committee (Chair J. Briddell)

The Chair reviewed a list of programming, technology, and maintenance areas to be addressed.

k. Other Business/Other Action Items

7. **NEW BUSINESS**

8. **EXECUTIVE SESSION** (none)

9. **SETTING OF FUTURE BUSINESS**

10. **ADJOURNMENT** The meeting was adjourned at 5:20.

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