



*Next regular meeting*  
**September 15, 2009**  
**4:00 P.M.**

**Public Library of New London**  
**Minutes of Regular Meeting of Board of Trustees**  
**August 18, 2009, 4:00 P.M.**

**1.0 CALL TO ORDER**

President Al Kinsall called the meeting to order at 4:00 p.m.

**2.0 ROLL CALL**

Board members Peg Cibes, Mary Doherty, Josie Esposito, Ethel Gerity, David Hersant, Al Kinsall, Robert Place, Daneen Roth, Bertha Willoughby. Interim Director Tara Samul.  
Absent: L. David Cornish, Elizabeth Garcia Gonzalez (until 5:25 p.m.).

**3.0 PUBLIC COMMENT** (no comments)

**4.0 APPROVAL OF MINUTES**

**MOTION** – Bertha Willoughby moved to accept the minutes of the Regular Meeting of July 21, 2009. The motion was seconded and passed unanimously.

**5.0 CORRESPONDENCE**

**July 16** – Letter from Atty. Tom Londregan to Al Kinsall, clarifying his statement of June 23 that the *Library owns the land* and building (for purposes of the State furniture grant).

**July 23-August 12** – Letters from Al Kinsall to Mr. & Mrs. Timothy Bates, Mr. and Mrs. Nathan Belcher, Mr. Richard Bruno, Ms. Margaret Cataldi, Mr. Brian Condon, Conway & Londregan, Ms. Nancy Hennegan, Ms. Cynthis Higgins, Kanabis & Houle, Mr. & Mrs. Robert Lettieri, Ms. Mimi Lines, Mrs. Rosalind Mallove, Ms. Florence Marino, Ms. Kathleen McGuire, Mr. & Mrs. David Morse, Suisman, Shapiro *et al.*, Ms. Vickie Videll, and Waller Smith & Palmer, thanking them for a total of \$1,746 in donations in *memory of David Condon*.

**July 23-August 12** – Letters from Al Kinsall to Sherri Condon, thanking the Condon family for designating the Library as a recipient of memorial donations and providing a list of donors to date.

**August 12** – Letter from Al Kinsall to Brian Condon, thanking him for a \$25 donation in *memory of Libbe Miceli*.

**July 23** – Letter from Al Kinsall to Mr. & Mrs. Paul F. McGlinchey, thanking them for a \$50 donation in *memory of Richard Uguccione*.

**July 23** – Letter from Al Kinsall to Mrs. Jean Uguccione, thanking the Uguccione family for designating the Library as a recipient of memorial donations and providing the additional name of the McGlinchey donor.

**July 22** – Email from the CT Council for Philanthropy, acknowledging Peg Cibes' \$140 purchase of a single *subscription* to the Council's online grant-seeking services.

**June 1** – Email from *Wal-Mart* to Peter Ciparelli, stating that it will not fund a Library grant.

**July 29** – Email from *NewAlliance Foundation*, stating that it will not fund a Library grant, because it only funds grants in towns where it has a branch.

**August 10** – Letter from *Have It Your Way* (Burger King) *Foundation*, stating that it will not fund a Library grant.

## 6.0 REPORTS

- a. Finance Committee. David Hersant gave the following reports.
  - (i) Investment report
  - (ii) Budget FY 2009-2010 report
  - (iii) P&L and Balance Sheet (QuickBooks)
  - (iv) Expense report
- b. Executive Committee.
  - (i) Bertha Willoughby gave a report about the status of the Director search.
  - (ii) Peg Cibes gave a report about the August 12, 2009, Unemployment Compensation hearing for the former Director, who did not attend.
  - (iii) Peg Cibes gave a report about the former Director's emails.
- c. Policy/Bylaws Committee. Peg Cibes gave the following reports.
  - (i) She has compiled a complete digital copy of all current Library bylaws, policies, and plans. Bertha Willoughby, Daneen Roth, and Peg Cibes will review the Personnel Policy immediately in order to provide a copy to the new Director.
  - (ii) She recommended that the Committee review all policies with the new Director, in order to draft updates to old policies or to draft new policies.
- d. Development Committee.
  - (i) Al Kinsall has signed the State Library furniture grant contract. Peg Cibes will consult with Dale Kennon, of Solomon's, about the next steps in purchasing the furniture.
  - (ii) Ronald McDonald House of Charities foundation requires a detailed list of planned expenditures for Project ASPIRE. Cris Staubach will try to compile a list, if possible within her time constraints.
  - (iii) People's United Community Foundation will probably fund the grant, according to a conversation with Bertha Willoughby.
  - (iv) Liberty Bank sent two representatives to present a check for \$2500 on August 7, 2009, to the Library. Tara Samul received the check. An article with a photo will appear in *The Day* on August 27, 2009.
  - (v) Tara Samul will locate a supplier of moveable cart for computers to be purchased with the Bodenwein grant. Bertha Willoughby will contact a Bodenwein representative to ascertain the status of any grant reports.
- e. Long Range Planning Committee. (no report)
- f. Personnel/Nominating Committee. Daneen Roth gave the following report.
  - (i) The Committee has identified a number of candidates for Library trustee vacancies.
  - (ii) Tara Samul is preparing to become a Notary Public in order to continue that service to patrons.

**MOTION:** Al Kinsall moved to offer Suzanne Foulkes a full-time position, with benefits outlined in the Personnel Policy, as Children's Center Assistant, effective Monday, August 24, 2009.

- g. Building/Grounds Committee.
  - (i) According to Tara Samul, Edward Baker, Director of the New London Historical Society has gone through the materials in the “void” in the “attic.” He has taken (1) an 1850 map of New London, which was too damaged to preserve and so discarded; (2) a 1907 “Senate of the State of Connecticut” photo, which he will bring to the CT Historical Society in Hartford; (3) an 1884 map of New London, mis-titled “Map of Southern New London”; (4) Thames Tow Company picture, which has mold and water damage.
  - (ii) Robert Place has reviewed the Library’s equipment manuals, as well as the basement storage area, which will be cleaned out in the near future.
- h. Friends of the Library. Josie reported.  
The ongoing lower lobby book sale has been successful.
- i. Other Business.  
**MOTION:** Al Kinsall moved to appoint Daneen Roth as Vice President of the Library Board. The motion was seconded and passed unanimously.

## 7.0 ACTION ITEMS

- a. **MOTION:** Peg Cibes moved to adopt the following Nondiscrimination in Contracts Policy, as required for State Construction grant:

The Public Library of New London agrees to adhere to the following Connecticut General Statutes in entering into all contracts valued at less than \$50,000.

**Sec. 4a-60. (Formerly Sec. 4-114a). Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.**

(a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

**Sec. 4a-60a. Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation.**

(a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

The motion was seconded and passed unanimously.

b. **MOTION:** Peg Cibes moved to resolve that:

The Public Library of New London has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The motion was seconded and passed unanimously.

c. **MOTION:** Peg Cibes moved to revise the Gifts and Donations policy, with respect to acknowledgment of gifts and donations:

The Public Library of New London welcomes donations of funds and acceptable library materials from organizations and individuals as expressions of the value placed on the services we extend to the community. The Library actively solicits support for its services throughout the community and accepts donations, grant awards, bequests, and other forms of gifts. In that spirit, the Library will adhere to the following guidelines in accepting such donations:

I. Unrestricted and unconditional donations of funds will be accepted (including cash, checks, money orders, stocks, bonds, mutual fund shares, stock options, and the like). ~~In the case of memorial donations, the Library Director or his or her designee will acknowledge those gifts, and, when requested, the family of the individual being honored, in a manner deemed appropriate by the Director.~~

II. Unrestricted and unconditional donations of library materials, including books, magazines, and magazine and newspaper subscriptions, videotapes, and computer materials may be accepted if appropriate for the Library's collection in accordance with the Library's Collection Development Policy. Donations of library materials may also be accepted for fundraising purposes such as the Friend's Annual Book Sale.

III. Restricted or conditional donations of funds or library materials may be accepted if the restrictions and/or conditions are acceptable to the Board of Trustees, as determined in its sole discretion. Requests for subject area purchases may be honored if appropriate for the Library's collection in accordance with the Library's Collection Development Policy.

IV. The Library will acknowledge all gifts and donations grants by means of a joint letter signed by both the Library Director and the Board President. However, the Library may not appraise or put a value on such materials ~~for that letter~~, as provided by Internal Revenue Service regulations and Section 155a of the Tax Reform Act of 1984.

V. The Library reserves the right to refuse to accept any donations. Gifts which include advertising material of a commercial or promotional nature are generally not accepted by the Library. However, small items of serviceable convenience and inoffensive nature, such as bookmarks or disposable bags for carrying books, may be accepted at the discretion of the Library Director for voluntary distribution to the public. Acceptance of such items in no way implies Library endorsement of the item or its supplier.

Adopted March 21, 2000  
Revised Aug 18, 2009

The motion was seconded and passed unanimously.

## 8.0 EXECUTIVE SESSION

**MOTION:** Peg Cibes moved to go into Executive Session at 5:19 p.m. for the purpose of discussing the hiring of Library Director. The motion was seconded and passed unanimously.

**MOTION:** Peg Cibes moved to come out of Execution Session at 5:35 p.m., with no votes having been taken. The motion was seconded and passed unanimously.

**MOTION:** Peg Cibes moved to offer the position of Library Director to Suzanne Madara Maryeski, at an annual salary of \$61,500, with all benefits described in the Personnel Policy. The motion was seconded and passed unanimously.

## 9.0 SETTING OF FUTURE BUSINESS

- a. The Association of Connecticut Library Boards (ACLB) has set up an online listserv for trustees. General information can be found at [mylist.net/listinfo/aclb-trusteetalk](http://mylist.net/listinfo/aclb-trusteetalk). A trustee who signs up can follow the Q&As, or FAQs, about Board issues that arise in libraries around the State. The list will be monitored by Sharon Brettschneider, Director of Development at the CT State Library. Trustees are urged to exercise discretion in posting to this listserv.
- b. NELINET is offering its 2<sup>nd</sup> Public Library Symposium at Old Sturbridge Village, MA, on December 4, 2009. Topics include (1) Taking Risks & Creating Change; (2) Certification for Library Support Staff; (3) Branding for Public Libraries; and (4) Re-Visioning Your Library in Response to Trends.
- c. The Public Library of New London, along with 11 other local libraries, will thank the Community Foundation of SE CT for the *Love Our Libraries Initiative* at the Groton Public Library, 4:00-6:00 p.m., Friday, October 2, 2009.
- d. Elizabeth Garcia Gonzalez invited trustees to a Wine & Cheese party at Centro de la Comunidad at 6:00 p.m. on Tuesday, August 25, 2009.

## 10.0 ADJOURNMENT

**MOTION:** Peg Cibes moved to adjourn the meeting at 5:42 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,  
Margaret Cibes, Secretary