



*Next meeting*  
**May 19, 2009**  
**4:00 P.M.**

**Public Library of New London**  
**Minutes of Regular Meeting of Board of Trustees**  
**April 21, 2009, 4:00 P.M.**

**1.0 CALL TO ORDER**

President Al Kinsall called the meeting to order at 4:05p.m.

**2.0 ROLL CALL**

Board members Peg Cibes, David Condon, Mary Doherty, Josie Esposito, Elizabeth Garcia-Gonzalez, David Hersant, Al Kinsall, Robert Place, Bertha Willoughby; Director Peter Ciparelli. Absent: L. David Cornish, Ethel Gerity (excused), Daneen Roth (excused).

**3.0 PUBLIC COMMENT** (no comments)

**4.0 CONSENT AGENDA**

**MOTION:** Al Kinsall moved to approve/receive for the record the following consent agenda items. The motion was seconded and passed unanimously.

**5.0 MINUTES OF MEETING OF MARCH 17, 2009**

**6.0 CORRESPONDENCE**

6.1 March 27, 2009 – Three letters from Community Foundation of Southeastern Connecticut enclosing donations: (1) \$660 from the Walter V. Baker Fund, (2) \$522 from the Martha H. Griffis Fund, and (3) \$605 from the Florence & Raphael Shafner Charitable Fund.

6.2 March 2009 – Letter from Thames River Garden Club enclosing a donation of \$150.

**7.0 COMMITTEE REPORTS**

7.3 Development – Annual Giving 2009 (no report)

7.4 Long Range Planning – Capital Campaign (no report)

7.5 Building & Grounds – Maintenance (no report)

**8.0 FOR INFORMATION OF BOARD MEMBERS TO BE RECEIVED FOR THE RECORD AND/OR REFERRED TO COMMITTEE**

8.1 Budget/financial position

8.1.2 Cash receipts report

**8.5 OPERATIONS**

8.5 Operations

8.5.1 Circulation/Building Traffic report

**9.0 UNFINISHED BUSINESS**

9.1 Letter to Nancy Rosado

**7.0 COMMITTEE REPORTS**

7.1 Bylaws and Policy

David Condon will modify the draft documents to reflect Board members' desired amendments.

**MOTION:** David Condon moved to accept the Vacation Leave Policy as amended. The motion was seconded and passed unanimously.

**MOTION:** David Condon moved to accept the Meeting Room Policy as amended. The motion was seconded and passed unanimously.

**MOTION:** Josie Esposito moved to accept the Job Descriptions as amended. The motion was seconded and passed unanimously.

- 7.2 Finance – Endowments/Investments only
  - 7.2.1 2009-2010 Budget Presentation Report  
David Hersant, Bertha Willoughby, and the Director attended the City Council hearing on April 6, 2009.
- 7.6 Friends of the Library  
Josie Esposito reminded the Board of the Annual Book Sale, scheduled for May 16, 2009.

**8.0 FOR INFORMATION OF BOARD MEMBERS TO BE RECEIVED FOR THE RECORD AND/OR REFERRED TO COMMITTEE**

- 8.1 Budget/financial position
  - 8.1.1 P&L Report/Balance Statement/Financial Report  
Board members had two questions, which the Director will investigate and report back about: (1) Does "Donations" include Annual Giving or Capital Campaign funds? (2) To what expense does "FOL Donations" refer?  
The Board asked that the bookkeeper produce the monthly Financial Report as a *QuickBooks* document.  
**MOTION:** Mary Doherty moved to direct the Treasurer to move a portion of the operating funds from Citizens Bank to Dime Bank. The motion was seconded and passed unanimously.
- 8.2 Director's Quarterly Goals report through January-March 2009  
David Condon reported that the *ad hoc* committee has reviewed the Director's quarterly goals, drafted goals for the next quarter, and will meet with the Director to refine and distribute them for action at the next meeting.
- 8.3 Grants activity
  - 8.3.1 Grants Administration Report – The 17%  
The Board reviewed received a list of grants, donations, and fees received to date, as well as anticipated revenue. The current shortfall is about \$62,000; the anticipated total shortfall is estimated at \$51,000.
  - 8.3.2 Grants – March 2009  
The Board asked the Director to note the amount and purpose of each grant request on the cover sheet, if they do not appear there. The most recent requests to Target, Office Depot, Chamber of Commerce, and Wal-Mart were for \$5000 each. Citizens Bank announced that it was "unable to provide funding for Project ASPIRE at this time."
- 8.4 Programs – Ongoing and in development
  - 8.4.1 Report from Adult and Children's Areas  
The Children's Room librarian reported about Project ASPIRE programs, a Child & Family art show, a Denison Pequot nature program, reading programs, *etc.*  
The Adult Room librarian reported about a book-signing, a Denison Pequot nature program, a summer film-and-book series, the One Book One Region (City of Thieves) program, a Russian story teller, *etc.* Two staff members will receive training by the Department of Labor about CT Works data bases. The number of groups visiting the library increased from 33 in March to 41 in April; reference question inquiries have also increased significantly.  
The Head of Circulation reported that 11,000 items and 15,000 people had "circulated" in March.
- 8.6 Building/Maintenance
  - 8.6.1 Community Development Block Grant  
At its April 20, 2009, meeting, the City Council decided not to fund the Library's Community Development Block Grant request from those funds, but to fund the removal of the oil tank out of anticipated stimulus funds. The Council will not fund a \$13000 microfilm reader, which the Library needs for accessibility to the only existing collection of all *The Day* newspapers.

**9.0 UNFINISHED BUSINESS**

- 9.2 Connecticut Yankee Gas "Duel Fuel" proposal  
On March 26, 2009, Yankee Gas Services Company submitted a draft proposal to install a gas tank, with the stipulation that the company would waive the installation cost of \$16,270 if the Library agreed to use gas exclusively for four years. The Board decided that this might not be cost effective.
- 9.3 Transient Library Card report  
The Director spoke with Attorney Tom Londregan about the loss of Library DVDs, allegedly caused by transient cardholders. David Condon asked the Director to meet with the shelter directors to see if there is a practical way to help the Library.
- 9.4 Building Repair/Maintenance account report  
The Board reviewed a detailed list of payments to companies under contract to the Library and asked that future reports include the term of each contract. The Board also asked the Director to investigate and report about an elevator repair charge.
- 9.5 Miscellaneous Account report  
The Board reviewed a detailed list of payments for miscellaneous expenses such as professional dues/workshops, travel and entertainment, museum passes.

**10.0 NEW BUSINESS**

- 10.1 Community Foundation of Southeastern Connecticut Love Our Libraries "One Book, Every Young Child" Grant proposal  
The Library has been asked by the Community Foundation of Southeastern Connecticut to participate in a joint grant application for funds for a literacy development program for pre-kindergarten children. Participating libraries would commit \$1000 per year for two years to the program. Funds would come from the earlier announced \$100,000 grant from the Community Foundation.  
**MOTION:** Peg Cibes moved to authorize the Director to join the other 12 Love Our Libraries libraries and the CLC in applying for the "One Book, Every Young Child" grant. The motion was seconded and passed unanimously.

**11.0 BOARD MEMBER QUESTIONS AND COMMENTS FOR DIRECTOR AND NOTICES OF COMMITTEE MEETING DATES (none)**

**12.0 EXECUTIVE SESSION (none)**

**13.0 ADJOURNMENT**

- MOTION:** Peg Cibes moved to adjourn the meeting at 6:30 P.M. The motion was seconded and passed unanimously.

Respectfully submitted,  
Margaret Cibes, Secretary