



Next regular meeting

**January 19, 2010
4:00 P.M.**

**Public Library of New London
Regular Meeting of Board of Trustees
December 15, 2009, 4:00 P.M.**

1. CALL TO ORDER

Bertha Willoughby called the meeting to order at 4:05 p.m.

2. ROLL CALL

Board members Peg Cibes, L. David Cornish, Mary Doherty, Elizabeth Garcia Gonzalez, Ethel Gerity, José Gonzalez, David Hersant, Robert Place, Daneen Roth, Bertha Willoughby. Director Suzanne Maryeski. City Council Liaison Michael Passero. Absent: Board member Josie Esposito (excused).

3. PUBLIC COMMENTS (none)

4. ACCEPTANCE OF MINUTES

MOTION: Robert Place moved to accept the minutes of the Board meeting of November 27, 2009, and the minutes of the Executive Committee meeting of December 2, 2009. The motion was seconded and approved unanimously.

5. CORRESPONDENCE

On December 10, 2009, the Putnam Bank wrote to reject the Library's 2009 grant application for \$5,000.

6. REPORTS

a. Director

Board members complimented the Director on the successful Adopt-A-Book project and the attractive lower lobby signage.

The Director added the following to her written report:

- A LION representative will attend the January 19, 2010, Board meeting to provide information about LION's services.
- Staff members will be permitted to carry compensatory time over from 2009 to 2010, as a one-time exception, due to confusion about personnel policies that had not been enforced in prior years.
- Arrangements for staff First Aid courses are being made through the hospital.

b. Executive Committee

- Peg Cibes called Board members' attention to committee assignments outlined in the Executive Committee meeting minutes of December 2, 2009.
- The Executive Committee plans to meet informally one week prior to regular Board meetings in order to finalize the agenda.

c. Personnel/Nominating Committee (no report)

d. Treasurer & Finance Committee

- David Hersant presented expense and investment statements. He reported that the Library had expended 42% of budgeted funds at a point 41% through the fiscal year. Next month he will also present an income statement.

- The Constellation electricity contract, which expires in November 2013, has no provision for early termination. While costs have risen, the Library's price is fixed for the 5-year period of the contract. He will continue to investigate ways to reduce the charge.
- The Director reported that circulation is down, due to the reduction in hours caused by decreases in the City's contribution and other income sources. The Library budget is now 100% funded by the City, since it cannot count on additional income at this point in time.
- The Director reported that the Library has not received the budget outlook document from the City.
- The Director will provide the City Council liaison with additional data about Library operations and salary scales.
- The Director has received the CDBG grant application, which is due in January 2010.

The report was accepted for audit.

e. Development Committee

- The Library will apply for a Community Needs Assessment grant for \$1500 for fiscal year 2010-2011. It will attempt to survey, via paper surveys and personal interviews, multiple segments of the New London community, and to identify organizations that could serve as potential partners with the Library in grant-seeking.
- Invitations for patrons to make donations will be circulated in checked-out materials, using recycled Campaign Campaign envelopes. More envelopes will be provided as needed.
- The Director will contact Putnam Bank and BJ's to determine why the Library's grant applications were rejected.
- The Library will re-apply for a grant from People's Bank foundation.
- The Director will match received grants to programs, so that publicity can be given to donors.
- The Director will work on a plan for spending funds awarded by the Bodenwein and Palmer Foundations.
- The Director will work with José Gonzalez and/or the City Council liaison to find a webmaster for the Library's website and its Facebook presence.

f. Building/Grounds Committee (no report)

g. Friends of the Library (no report)

h. Policy/Bylaws Committee (no report)

i. Long Range Planning Committee (no report)

j. Other Business

MOTION: Peg Cibes moved to give each employee a \$100 holiday check, with a \$107.65 per-person cost to the Library. The motion was seconded and passed with one dissension by José Gonzalez.

This one-time payment will not replace a 2010 review of the Library's pay scale or benefits.

7. ACTION ITEMS

- a. **MOTION:** Peg Cibes moved to appoint Mary Doherty as Board Vice President to fill out the term of David Condon. The motion was seconded and passed unanimously.
- b. **MOTION:** Peg Cibes moved to approve the Library's contract with Rick Gipstein, of Lindsay Liebig Roche Architects, for administration of the CT State Library furniture grant at a total charge of \$3500. The motion was seconded and passed unanimously.

- c. **MOTION:** Peg Cibes moved to:
 - (a) approve and adopt the Public Library of New London Tax Deferred Annuity Plan 403B Thrift Plan effective March 28, 2005, and to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment;
 - (b) to notify as soon as possible employees of the Corporation of the adoption of this Mandatory Distribution Amendment to the Public Library of New London Tax Deferred Annuity Plan 403B Thrift Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary of Material Modifications presented to this meeting;
 - (c) to authorize the Director to serve as administrator of the plan, contingent upon approval by Atty. Thomas Londregan.

The motion was seconded and passed unanimously.
 The Thrift Plan is in effect for tax year 2009 and will cost \$1200 plus \$40 per plan member. The company that prepared the plan is RPG, Retirement Planning Group, LLP.
 During 2010 the Director will investigate other companies that provide this service.
- d. **MOTION:** Peg Cibes moved to appoint Jocelyn Briddell, Dean of Student Life at Connecticut College, to a 3-year term on the Library’s Board. The motion was seconded and passed unanimously.

8. EXECUTIVE SESSION (none)

9. SETTING OF FUTURE BUSINESS

- a. José Gonzalez may be able to find some students to look into the logistics of using Skype “conference calls” for instances when a trustee is not able to attend a meeting in person.
- b. Peg Cibes attended CT State Library workshops on Writing a Library Behavior Code (online) and Teaching Technology (Middletown). She will attend a required workshop on Community Needs Assessment (online) at the end of December. Bertha Willoughby and the Director attended Simone Joyaux’s workshop on Creating Stronger Boards.
- c. At the next Board meeting, members will provide ideas for use of the wedding and memorial donations from friends and family of Atty. David P. Condon.

10. ADJOURNMENT

MOTION: Peg Cibes moved to adjourn the meeting at 5:55 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,

Margaret Cibes, Secretary

DISTRIBUTION

Board of Trustees City Clerk (3) Library Director City Council
 Liaison
 Library website: www.PLNL.org