



**Public Library of New London
Regular Meeting of the Board of Trustees
February 23, 2010, 4:00 P.M.**

1. CALL TO ORDER

President Daneen Roth called the meeting to order at 4:00 P.M.

2. ROLL CALL

Board members: Jocelyn Briddell, Mary Doherty, Josie Esposito, Ethel Gerity, José Gonzalez, David Hersant, Daneen Roth, Bertha Willoughby. Director: Suzanne Maryeski. City Councilor Liason: Michael Passero. Guest: David Miceli, of Doherty Beals & Banks
Absent (excused): Board members Peg Cibes, L. David Cornish, Elizabeth Garcia Gonzalez, Robert Place.

3. PUBLIC COMMENTS (none)

4. ANNUAL AUDIT REPORT by auditor David Miceli, of Doherty Beals & Banks.

As of June 30, 2009, the Library has a “clean opinion.” David provided additional comments about the audit.

- Pledges received are at \$62K. Efforts should be made to shorten time to collect pledges.
- Masonry restoration costs lie between \$43K and \$44K.
- There is \$500K cash, a good position, with \$150K is restricted for designated purposes, and \$350K unrestricted and needed for major unplanned repairs.
- This year’s deficit is \$88K, compared to a deficit of \$186K for the previous year, which demonstrates good tightening of the Library’s fiscal belt.
- Endowment restrictions are: (1) Haven for capital improvements, (2) Palmer for general subject books, (3) Mulvey for foreign language books and materials, and (4) Newcomb for local history and genealogy materials.
- The endowments cannot use, collectively, \$134K because it is principal and is permanently restricted. The accumulated realized gain is \$238K and is temporarily restricted. The Library has \$300K available for expenditure on capital improvements and \$90K for purchase of books and materials. A new Connecticut law states that trustees have a responsibility to maintain the purchasing power of endowed funds and to add to the principal if inflation occurs.
- The Library currently uses the accrual book-keeping method. The bookkeeper is getting updated using the new QuickBooks software, and the records should include all assets of the Library, according to the auditor.

Recommendations from the auditor:

- a. All grants (Shea, Palmer, Gates Foundation, etc.) should be tracked with respect to the question, “Is the Library meeting the donors’ needs?”

- b. Contrary to the Personnel Policy Manual, two employees accumulated benefits in excess of the allocated 10 days, which cannot be permitted. Also, the Personnel Policy Manual should contain a “ Statement of Ethics.”
- c. The Library needs to send IRS 1099 forms to any independent contractors who receives more than \$600 from the Library.
- d. Two checks in excess of \$5K did not have the required two signatures, which are necessary to prevent fraud. A new policy was suggested, that the Director not sign checks. As it stands now, the bookkeeper makes out the check, the Director approves it, and 2 signatures are required.
- e. Copies of the annual audit will be distributed to Board members.

5. NEW BOARD MEMBER.

President Daneen Roth introduced and welcomed new Board member Jocelyn Briddell.

6. ACCEPTANCE OF MINUTES

MOTION: Josie Esposito moved to accept the minutes of the Board meeting of January 19, 2010, with the following two corrections: Mary Doherty is a member of the Personnel/Nominating Committee (p. 2) and the Library does have a Facebook presence (p. 3). The motion was seconded and passed unanimously.

7. CORRESPONDENCE (none)

8. REPORTS

- a. **Director.** The written Director’s report will be filed as submitted.
 - (i) The program “Shaping New Non Profit Reality” is being sponsored by Liberty Bank, on March 18 at 9 A.M. The Director invited Board members to join her.
 - (ii) The Census Bureau was approached to make a donation for its frequent use of the Library. They declined, stating that they have no money to make even a minimal payment.
 - (iii) The Citizens Advisory Committee states no CDBG money will be coming to the Library. Its decision will go to the City Manager for re-evaluation and then on to the City Council for a final decision. The Director made an excellent presentation, showing the need for \$42K for roof repairs. The Director is still hopeful that we may get some money from the CBDG once it goes to the Council.
 - (iv) The following two closing decisions apply only to year 2010.
 - MOTION:* Ethel Gerity moved to close the Library on Good Friday. The motion was seconded and passed unanimously.
 - MOTON:* David Hersant moved to close the Library on Easter Sunday. The motion was seconded and passed unanimously.
 - (v) A citizen who does one-person one-act play interpreting Louisa May Alcott would like to give her performance, free of charge, at the Library.
 - MOTION:* Josie Esposito moved to invite this person to perform this play. The motion was seconded and passed unanimously.
 - (vi) Since Lee Clapp’s injury, Frances Gibbs-Kale has done cataloging.
 - MOTION:* Bertha Willoughby moved to pay Frances Gibbs-Kale an additional

\$4 per hour for cataloging work, retroactive to her start in this part-time position.

The motion was seconded and passed unanimously.

- (vii) Migration to receipt printers and changing Library card registrations is taking place with some reservations by both staff and clientele.

b. Personnel/Nominating Committee.

Bertha Willoughby read the resignation email of Peg Cibes, Board Secretary, who resigned from her position as Board Secretary as of February 23 and as trustee as of her Summer 2010 end-of-term date.

MOTION: Mary Doherty moved to accept the resignations. The motion was seconded and passed unanimously.

c. Treasurer & Finance Committee.

- (i) As of January 31, 2010, the Library is on target with the budget.
- (ii) The Constellation Energy Contract continues to be a problem after reviewing the last two years invoices. With 3 more years to go on the contract, it was noted that ancillary categories and charges were not revealed by the company. This will be further investigated.
- (iii) The Library is the beneficiary of two generational trusts held by banks. The first will distribute \$7,000 to the Library when the current living beneficiary dies. The second will distribute \$1,700 when the second-generation beneficiary dies.
- (iv) The treasurer has invested \$100K in the Russell Moderate Strategy Fund and \$25K and \$18.3K in two CDs. Both pay about 2%, with one coming due in 2013 and another coming due in 2024. There are no penalties for early withdrawal.

d. Building and Grounds.

- (i) The Director reported that an electric control panel was recommended to be replaced at a cost of \$4,000. Rick Gipstein stated that this is too recent an installment, and the recommendation will be further investigated.
- (ii) An Energy Audit report will be given by Paquette Electric on Thursday, February 24 at 3:30 P.M. All Board members are encouraged to attend.

e. Friends. Josie Esposito reported.

- (i) Bookworm Club sign-up is in progress.
- (ii) A June Wine-Tasting & Canapé fund-raising party is being planned.
- (iii) Loomings Newsletter will come out around April 1. Articles should be submitted to Josie Esposito.
- (iv) The annual Book Sale is scheduled for May 22, 2010.

f. Policy/Bylaws. Proposed changes in meeting room policies were discussed. The Board will vote on a final copy of the changes at the next Board meeting. The Director is encouraged to use the revised policies until the vote, at her discretion.

9. ACTION ITEM

Library Closing Policy. The Board discussed whether to close the Library for inclement weather when the schools do, or to follow City guidelines. Discussion was tabled until the next Board meeting.

10. ADJOURNMENT

MOTION: Josie Esposito moved to adjourn the meeting at 6:30 P.M. The motion was seconded and passed unanimously.

Respectfully submitted, Ethel Gerity