



*Next regular meeting*

**February 16, 2010  
4:00 P.M.**

**Public Library of New London  
Regular Meeting of Board of Trustees  
January 19, 2010, 4:00 P.M.**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Board members Peg Cibes, Mary Doherty, Josie Esposito, Elizabeth Garcia Gonzalez (until 4:40 P.M.), Ethel Gerity, David Hersant, Robert Place, Daneen Roth, Bertha Willoughby. Director Suzanne Maryeski. City Council Liaison Michael Passero (until 4:40 P.M.). Absent (excused): Board members Jocelyn Briddell, L. David Cornish, José Gonzalez.

**3. PUBLIC COMMENTS (none)**

**4. PRESENTATION BY LION, INC.**

Alan Hagyard, of Libraries Online, Inc., presented a summary of LION's services to its 22 member libraries, including New London's, and he answered questions from Board members.

Through its central computer system, LION provides catalog and circulation services, as well as in-person technical support. Most recently, it has added downloadable e-books and audio books. It provides New London's library with 6 computers, which are upgraded on a regular basis. The entire collection of member libraries is available to patrons of those libraries, with 24/7 online access and speedy delivery of materials.

LION has an approximately \$700,000 operating budget that pays for 6 full-time staff, and it keeps about \$450,000 in reserves. New London's membership fee is about \$35,000.

**5. ACCEPTANCE OF MINUTES**

**MOTION:** Ethel Gerity moved to accept the minutes of the Board meeting of December 15, 2009. The motion was seconded and passed unanimously.

**6. CORRESPONDENCE (none)**

The Board received nine cards from library staff, thanking it for the holiday bonus.

**7. REPORTS**

- a. Director. In addition to her written report (at end of this document), the Director reported that:
- (i) She has prepared library magnets to pass out to patrons.
  - (ii) Four patrons have made donations at the Circulation Desk.
  - (iii) The City will remove snow earlier in the day if the Library calls to say that there is a safety issue, such as patrons needing to access the Library when it opens.
  - (iv) She will look into providing a program for unemployed residents, after consulting with the Department of Labor in New London. It may be a regional program provided in collaboration with one of more neighboring libraries.
  - (v) She will look into providing a Spanish film program in collaboration with Centro de la Comunidad.

- (vi) The Community Development Block Grant application has been submitted; the Library is requesting \$42,000 for roof repairs.
- b. Executive Committee. Daneen Roth, David Hersant, and Bertha Willoughby met with the Director on January 13, 2009.
  - (i) The Meeting Room policy was referred to the Policy & Bylaws Committee for updating, especially with respect to requests for extensive use of the room. Suzanne Maryeski will meet with the Census Bureau representative in order to ascertain the fee/donation that the Bureau has allocated for its ongoing, frequent use of the Community Room.
  - (ii) Mary Louise Jensen, of the CT State Library, has visited the Library and will make some formal suggestions about space usage. She has initially suggested some weeding of the children's collection and re-arranging of some furniture.
  - (iii) **MOTION:** Bob Place move to name the Board Meeting Room in memory of former Board member and Vice President Atty. David P. Condon and to place a bronze plaque in the room. The motion was seconded and passed unanimously.  
Peg Cibes will prepare a letter to Sherri Condon. When the plaque has been placed, the Library will issue a press release.
  - (iv) The Director will re-apply for the People's Foundation grant; she will determine a purpose (program/materials) related to Project ASPIRE. She will also apply later in 2010 for grants from companies who funded the Library in 2009, with purposes also related to Project ASPIRE. At that time she will provide funders with copies of posters acknowledging the donors, and any other information she deems relevant, such as programs/materials purchased with the funds, photos/numbers of participants, *etc.*
  - (v) Bertha Willoughby and the Director will work on the Bodenwein/Palmer grants' expenditures and reports.
  - (vi) The Library will not apply for a CT State Library Community Needs Assessment grant in 2010.
  - (vii) The Director will pursue a Chamber of Commerce grant.
  - (viii) Bertha Willoughby reported that \$2,450 had been received in 2009 as part of the Capital Campaign. At this time, any unrestricted donations will be applied to reimbursing the Mabel Bartlett Fund for Capital Campaign expenditures.
- c. Personnel/Nominating Committee. Josie Esposito, Mary Doherty, Daneen Roth, and Bertha Willoughby will meet to review and update the policies.
- d. Treasurer & Finance Committee. David Hersant gave a report about the operating budget (at end of this document) and investments.
  - (i) The Library's expenditures are within the approximately \$603,000 budget submitted to the City Council, before the Council made its \$12,000 cut. The Library will submit the same original budget to the Council this year. Bertha Willoughby asked the Director to get the 2010-11 budget to the City Manager as soon as possible.
  - (ii) There has been no significant change in the Library's investment accounts.
  - (iii) David Miceli will present the audit to the Board at its regular February meeting. Before the meeting, at 1:15 P.M. he will meet with the Finance Committee.
- e. Development Committee (no report)
- f. Building/Grounds Committee (no report)
- g. Friends of the Library. Josie Esposito announced that a new Bookworm Club would start soon.
- h. Policy/Bylaws Committee (no report)
- i. Long Range Planning Committee (no report)
- j. Other Business

- (i) The Library does not yet have a webmaster for the Library’s website. It does have a Facebook presence.
- (ii) Peg Cibes will look into the cost of a microphone that could be used by presentations.

**8. ACTION ITEMS** (none)

**9. EXECUTIVE SESSION** (none)

**10. SETTING OF FUTURE BUSINESS**

- a. Policy & Bylaws Committee meeting: 10:00 A.M., Monday, January 25.
- b. Finance Committee: 1:15 P.M., Tuesday, February 16.
- c. Personnel Committee: 6:30 P.M., Thursday, January 28
- d. Skype Internet “conference” calls: Bertha Willoughby, Peg Cibes, and the Director will experiment with a conference call via Skype (free) software.

**11. ADJOURNMENT**

**MOTION:** Peg Cibes moved to adjourn the meeting at 5:35 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](http://www.PLNL.org)

Public Library of New London  
 Director’s Report  
 January, 2010

**Personnel**

**Worker’s Compensation Claim:** Called Melissa Hurley, our contact at Utica & the local case manager (Dec. 29) Spoke with Tom Londregan (Dec. 30)

**Pension Plan:** Office of Tom Londregan reviewed plan. Received letter (Dec. 30) saying there is no legal reason not to sign the documents. Filed plan restatement with RPG, Retirement planning Group (Dec 30).

**Staffing:** Started requiring all staff, not just Department Heads, to work in rotation on Saturdays. Working on Sunday remains optional. Staff was very, very appreciative of the bonus check. Interviewed two cleaning companies.

**Beginning of year changes:** Improved form for keeping track of vacation, sick and comp time. Gave new income tax with-holding forms to all employees.

**Meetings & Professional Development**

**Meetings:** Department Head Meetings continue on the third Thursday of the month (Dec.17) and daily staff updates are held most mornings at 9:55 a.m.

Director & Bertha Willoughby, Trustee, attended *Building Stronger Boards* given by Simone Joyaux at the Willimantic Service Center (Dec.14). Director attended program on

*Connecticut Treasures*, about digitizing items in historical collections at the Willimantic Service Center (Dec.15). Had a verbal conversation with director of Custom House about working together on this project. Visited the Willimantic Public Library that morning. Willimantic is a town of comparable size to New London and shares some socioeconomic indicators. . Took a webinar in *Community Needs Assessment* (Dec. 29) Attended informational meeting about applying for the CDBG grant (Dec. 22).

Tara went to the quarterly LION meeting in Middletown (Dec.22) Cris attended a Children's Roundtable in Groton (Jan.12) and a meeting at New London Main Street planning for Fishtales (Jan 13)

Staff Development: Spoke with Diane Hague about options for providing first aid course for the staff (Jan. 6)

## **Building & Grounds**

**Roof Leak**: Received an estimate for the roof leak, where water comes into the southwest corner of the mezzanine: repairing the joints in the copings, securing the roof drains, repairing cracks in the flashings (\$6,500), resurfacing the roof, which is to be expected after 10 years (\$35,000), fixing the areas damaged by the infiltration, including ceiling tiles, drywall and a window railing (\$1,009).

**Basement**: Loewe's Carting and Recycling Company removed one dumpster/ 15 cubic yards of material (Jan.5). No books, shelving or usable furniture was removed. The basement is in the process of being thoroughly swept. We will now proceed with evaluating areas that are now accessible.

**Elevator**: There was another repair to the main elevator. Our contract is now with Otis, as they bought Lonsdale, who held our former contract. The elevator was out of order for a few days because it was a major repair.

**Heating**: We were without heat the evening of Jan. 12. Received three estimates for the boiler: hot water temperature controller \$750, automatic temperature reset \$1,901 and new control panel for all heating & cooling \$4,274. I called EMCOR at 6:50 AM and a repair man was here within 30 minutes.

**Electrical issues**: We received a bid for replacing inefficient lighting from Paquette Electric. All of the lighting in the area that was renovated is excellent for energy efficiency and nothing needs to be changed. I did notice a mistake on the bid we received so am waiting for the revised copy.

**Snow removal in the parking lot**: David Denoia from the City contacted me (Jan. 8) to discuss snow removal after I had left a message to talk with Public Works.

Mary Louise Jenson, the State Building Consultant visited the library (Dec. 14) at my invitation. She made a report on areas of the library that could be used more productively.

**Shelving**: Picked up some shelving Groton Public Library no longer needed (Jan 12)

## **Grants**

After consultation with the Building & Grounds Committee about priorities, filed Community Development Block Grant (Jan. 15) for the roof repair.

Staff went to Solomon's to decide on task chairs. (State Construction Grant).

Received estimated from Yankee Remodeler for possible projects (Love Our Libraries)

Ordered books for African American collection (Shea Grant)

### Collection and Library Usage

Circulation: Decreased 12% comparing Dec. 2009 to Dec. 2008 . Hours were reduced 31% comparing the same months.

Dec 2009 = 4,025

Dec 2008 = 4,577

#### Programs:

<b>Total number of programs:</b>	<b>21</b>	Adult	4	Children
17				
<b>Total attendance</b>	<b>335</b>	Adult	33	Children 302

Adult programs included an author talk by Andrew Pesesin, a book discussion of *The beautiful Things that Heavens Bears* and a film. Children's programs include 3 ASPIRE programs, 9 school visits, 4 craft programs during vacation week and 1 outreach to the CT Assoc. of Foster & Adoptive Parents.

Meetings in Community Rooms: 19

#### Display Cases:

Large display case in Community Room: Holiday exhibit by Children's Room (completed)

Photographs of Kenya by Marcel Dufresne

Small display case in Reading Room: Holiday exhibit by Adult Services (completed)

Photographs of Kenya by Marcel

Dufresne

Receipt Printers: Very shortly the library will stop using date-due cards placed in book pockets in the back of each book and will begin using receipt printers instead. Soon, when a patron checks out a book they will receive a "receipt" listing the title of each item borrowed & the date it needs to be returned. This is a much more efficient method & much staff time is saved. **The Board is requested to anticipate some negative publicity from the public about this change.** Magnets with the library website, hours, phone number have been ordered & circulation staff will give out a magnet to each patron as they check out books so patrons can attach their receipt to their refrigerator. It is a much better system and once the staff & public adapt, everyone will appreciate it.

### Community Contacts

Given a tour of the shelters and soup kitchens by John Russell (Dec. 17). Attended Chamber of Commerce breakfast recognizing the work of nonprofits in the social service sector. (Dec 18) Interviewed for one hour on Adam Spreccace's public access TV show (Dec.18) Attended interfaith service at Unitarian Church on the longest night of the year for the Homeless Memorial Service (Dec. 21) Attended Rotary holiday party at Port & Starboard

(Dec.) Attended the *Beach Bash* at Port & Starboard (Jan 2) Inducted as a member of Rotary (Jan. 7) Attended meeting to collect community input into unmet housing and community development needs (Jan 14)

### Gifts & Grants

Adelaide Hersant in honor of David Hersant \$200 (Dec 19)  
 Robert & Barbara Place \$200 (Dec. 20)  
 Sarah Rogovin \$100 (Dec. 28)  
 Carmelo & Mary Perrone \$100 (Dec. 29)

The Public Library of New London Profit & Loss						
Analysis of Expenditures for Fiscal Year Ending June 30, 2010						
	/— December 30 —\		/— Year to Date —\		50% of Year	Remaining
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
<b>Expenses</b>						
Cleaning Supplies	312.08	210.00	1,686.06	210.00	67.44%	813.94
Electricity	4,274.95	4,200.00	30,549.04	4,200.00	62.09%	18,650.96
Heating Oil	3,501.51	4,000.00	5,659.73	4,000.00	37.73%	9,340.27
Insurance	0.00	0.00	6,173.00	0.00	56.12%	4,827.00
Licenses	0.00	0.00	240.00	0.00		(240.00)
Maint-Contracts	805.00	1,050.00	5,393.00	1,050.00	67.41%	2,607.00
Repairs/Maint	983.89	750.00	3,651.96	750.00	40.58%	5,348.04
Water	235.86	0.00	604.84	0.00	60.48%	395.16
<b>Total Building Ops</b>	<b><u>10,113.29</u></b>	<b><u>10,210.00</u></b>	<b><u>53,957.63</u></b>	<b><u>10,210.00</u></b>	<b><u>56.38%</u></b>	<b><u>41,742.37</u></b>
Books & Material	918.78	2,080.00	15,377.98	2,080.00	61.51%	9,622.02
Computer Service	0.00	7,700.00	17,533.22	7,700.00	48.70%	18,466.78
Library Supplies	99.46	625.00	3,234.43		43.13%	4,265.57
Newspapers/Magazines	278.00	380.00	6,696.12	6,100.00	83.70%	1,303.88
Office Supplies	530.40	0.00	1,157.30	0.00		(1,157.30)
Postage	0.00	80.00	273.17	500.00	27.32%	726.83
Pro fees	0.00	0.00	0.00	0.00	0.00%	7,500.00
Programs	826.01	750.00	6,287.01	4,500.00	69.86%	2,712.99
Telephone	332.77	375.00	1,963.59	2,250.00	43.64%	2,536.41
Materials Expense	<u>2,985.42</u>	<u>11,990.00</u>	<u>52,522.82</u>	<u>46,530.00</u>	<u>53.32%</u>	<u>45,977.18</u>
<b>Total Payroll Expense</b>	<b><u>40,105.41</u></b>	<b><u>31,100.00</u></b>	<b><u>195,976.13</u></b>	<b><u>202,662.00</u></b>	<b><u>48.35%</u></b>	<b><u>209,350.87</u></b>
<b>Other</b>						
Advertising	0.00	0.00	0.00	0.00		0.00
Misc	0.00	0.00	843.00	500.00	168.60%	(343.00)
Museum passes	0.00	0.00	60.00	1,200.00	5.00%	1,140.00
Pro development	15.00	100.00		600.00	9.58%	1,085.00
Pro dues/subscriptions	81.15	0.00	981.41	0.00		(981.41)
T&E	101.97	50.00	397.97	300.00	66.33%	202.03
		0.00		0.00		0.00
<b>Total Other</b>	<b><u>198.12</u></b>	<b><u>150.00</u></b>	<b><u>2,397.38</u></b>	<b><u>2,600.00</u></b>	<b><u>68.50%</u></b>	<b><u>1,102.62</u></b>
other income						
<b>Total Expenses</b>	<b><u>54,823.69</u></b>	<b><u>53,450.00</u></b>	<b><u>306,275.41</u></b>	<b><u>294,492.00</u></b>	<b><u>50.79%</u></b>	<b><u>296,751.59</u></b>