



*Next meeting*  
**August 18, 2009**  
**4:00 P.M.**

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

**1.0 CALL TO ORDER**

President Al Kinsall called the meeting to order at 4:15 p.m.

**2.0 ROLL CALL**

Board members Peg Cibes, Mary Doherty, David Hersant, Al Kinsall, Robert Place, Daneen Roth, Bertha Willoughby.

Interim Director Tara Samul. City Council Liaison Adam Spreccace.

Absent: L. David Cornish, Josie Esposito, Ethel Gerity (excused), Elizabeth Garcia-Gonzalez.

**3.0 PUBLIC COMMENT (no comments)**

**4.0 APPROVAL OF MINUTES**

*MOTION* – Daneen Roth moved to accept the minutes of the Regular Meeting of June 16, 2009. The motion was seconded and passed unanimously.

**5.0 CORRESPONDENCE**

May 26 – Letter from Al Kinsall to Suzanne R. Foulkes, stating that the Board had considered the issues she had raised in her letter of May 4, that the Board had decided to eliminate the full-time Children’s Center assistant position in Spring 2008, and that the Board thanked her for having chosen to work extra hours this past year.

June 4 – Memorandum of understanding, signed by Peter Ciparelli and Al Kinsall, agreeing to provide the former Director with a severance package of 11 weeks of equivalent wages, 8 weeks of regular salary, and 3 weeks of paid vacation, and agreeing not to challenge a claim for unemployment compensation.

June 18 – Letter from Al Kinsall to Peter Ciparelli, accepting his resignation as Executive Director under the terms of the Memorandum of understanding of June 4.

June 27 – Letter from Al Kinsall to Tara Samul, naming her Interim Director of the Library, effective June 8, at a prorated salary of \$55,000 per year, for the period from June 8 until the start of work of a new Director.

June 19 – Email from David Condon to Peg Cibes, David Hersant, and Al Kinsall, stating that donations received in honor of David Condon’s wedding were “unrestricted gifts.”

July 13 – Note of appreciation from Sherri Condon and the entire Condon family for the flowers sent by the Board for the funeral of David Condon.

June 23 – Letter from Tara Samul to Office Depot Foundation, thanking it for its \$2,000 grant for Project ASPIRE.

July 2 – Letter from Tara Samul to Liberty Bank Foundation, thanking it for its \$2,500 grant for Project ASPIRE.

July 3 – Letter from Tara Samul to Pfizer Groton/New London Laboratories Communities Grants program, thanking it for its \$5,000 donation for Project ASPIRE.

July 9 – Letter from Tara Samul to Bank of America, thanking it for conveying a \$28,000 grant from the Shea Estate Trust for operational support and improvement of the Library’s African-American print collection.

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July 10 – Letter from Atty. Thomas Londregan to Al Kinsall, stating that the Library property (land) is not owned by the City.

July 21 – Letter from Margaret Cibes, notifying the State Library that Al Kinsall is Board President.

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**MOTION** – David Hersant moved to accept the correspondence for the record. The motion was seconded and passed unanimously.

## 6.0 REPORTS

- a. Executive Committee.
  - (i) Al Kinsall reported that the Executive Committee has reviewed the materials submitted by the candidates for the Library Director position and is preparing for interviews.
  - (ii) Peg Cibes reported that the Executive Committee continues to organize the office files in order to facilitate the transition to a new Director. She found that the Nautilus painting, borrowed by the artist’s family, has been returned.
- b. Policy/Bylaws Committee. Report by Al Kinsall.

Al Kinsall reported that he is re-formatting an electronic copy of the Bylaws and Policies materials for the new Director and future Board members. Peg Cibes will insert revised materials where appropriate.
- c. Finance Committee. Report by David Hersant.
  - (i) Investments continue to reflect market conditions.
  - (ii) After a few transfers of reserve funds during FY 2008-2009, actual expenditures were \$712,000, compared to budgeted expenditures of \$732,000.
  - (iii) The Board will receive QuickBooks reports after the new Director takes office.
  - (iv) Staff and Board members will submit reimbursement forms for cash expenditures.
  - (v) A Dime Bank account has been established.
- d. Development Committee.
  - (i) Bertha Willoughby reported that Annual Giving 2009 has raised a little over \$16,000 to date.
  - (ii) **MOTION** – Bertha Willoughby moved to authorize Peg Cibes to renew membership in the CT Council on Philanthropy at \$140 for one year. The motion was seconded and passed unanimously.
  - (iii) Peg Cibes reported that the State Library furniture grant was being held up due to a question about ownership of Library land. She will forward a second letter about the deed from Atty. Tom Londregan to the State Library.
  - (iv) Peg Cibes reported that Ronald McDonald House of Charities needs an “itemized budget specifying the exact items to be purchased with funds requested. The \$1380 fee for Prepme SAT software may qualify for funding.
  - (v) Peg Cibes reiterated the need for acknowledgment of gifts. Al Kinsall urged the Library to issue press releases for grants.

- e. Long Range Planning Committee. Report by Bertha Willoughby.
  - (i) Bertha has been working with Children's Center librarian on the purchase of computers with Palmer grant funds. She will call Amy Lynch to request an extension on reporting from the original November date.
  - (ii) Bertha directed Tara Samul to have the Waterford Early Learning computers removed.
  
- f. Personnel/Nominating Committee. Report by Peg Cibes
  - (i) *Connecticut Libraries* will print a tribute to the Board's deceased colleague, Atty. David Condon.
  - (ii) To date memorial gifts for David Condon total \$1647, and another \$50 donation has been received for Richard Uguccione.
  - (iii) Tara Samul will become a notary in order to provide that free service to patrons.
  - (iv) Tara Samul will make sure that voter registration materials are available for Library patrons.
  - (v) Tara Samul will speak with a handicapped staff member about parking in her reserved spot, instead of in the public handicapped space.
  
- g. Building/Grounds Committee. Report by Peg Cibes.
  - (i) An attic storage area poses a serious danger because its latched door opens into a room with a 6-foot drop. She has moved a credenza in front of the door and Tara Samul has posted a "DO NOT ENTER" sign on the door.
  - (ii) With respect to the attic storage area "void" referred to above, on March 5, 2002, an investigator acting on behalf of a client wrote to the Director to report that his client had left certain items ("model trains and certain art pieces") in the care of a former Director and hypothesized that these items might be in the "void." In response to the request to "inspect the void," the Director responded on March 7, 2002, that he had "personally inspected the abovementioned area and did not see any of the items." Board members have observed some paintings in the "void." Peg will communicate with the investigator about this issue.
  - (ii) There are a number of items in the basement which also pose a potential fire hazard. Adam Sprecace stated that he would contact the Department of Public Works and/or the judicial Community Service department in order to arrange for removal of the items.
  
- h. Friends of the Library. Report by Josie Esposito.
  - (i) The Board authorized the Friends to use the storage closet in the Community Room for Friends materials.
  - (ii) Although the Director was directed not to call the book buyer after the May Book Sale, he did call the book buyer, who took away the unsold hardcover books. A check for \$50 was sent to the Library, as well as a gift certificate for several restaurant meals.
  
- i. Other Business.
  - (i) David Hersant stated that the LION fee was in the mid-\$30,000 range.
  - (ii) Tara Samul reported that the LION staff member who spends one day each week at our Library is aware that his work space will be moved upon the arrival of a new Director.
  - (iii) Peg Cibes reported that the Director's computer has very little storage space available (about 8G out of 35G), so a new one may be required by the new Director.

## 7.0 ACTION ITEMS

a. **MOTION:** David Hersant moved to resolve (See attached draft):  
That the Library's investment funds continue to be dedicated to the purposes intended by the donor(s) and/or stipulated by the Board of Directors:  
Mulvey Fund. Income to be used for the purchase of foreign language and science and technology books.  
Newcombe Fund. Income to be used for the purchase of local history and genealogy books.  
Palmer Fund. Income to be used for the purchase of books on general subject matter.  
Henry Haven Fund. Principal and income to be use for capital improvements.  
Mabel Bartlett Fund. Principal and income to be used for major capital projects and other library needs.  
The motion was seconded and passed unanimously.

b. **MOTION:** Bertha Willoughby moved to resolve:  
That the duly appointed **Board President** is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.  
The motion was seconded and passed unanimously.

c. **MOTION:** Daneen Roth moved to resolve:  
That the Public Library of New London hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.  
The motion was seconded and passed unanimously.

## 8.0 EXECUTIVE SESSION (no Executive Session)

## 9.0 FUTURE BUSINESS

Al Kinsall stated that it would be Library policy for the Board Chair and the Director to acknowledge grants, with a double signature on such correspondence.

## 10.0 ADJOURNMENT

**MOTION:** David Hersant moved to adjourn the meeting at 5:10 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,  
Margaret Cibes, Secretary