



Next meeting
July 21, 2009
4:00 P.M.

Public Library of New London
Minutes of Regular Meeting of Board of Trustees
June 16, 2009, 4:00 P.M.

1. CALL TO ORDER

President Al Kinsall called the meeting to order at 4:06 p.m.

2. ROLL CALL

Board members Peg Cibes, Mary Doherty, Josie Esposito, Ethel Gerity, David Hersant, Al Kinsall, Robert Place, Danen Roth, Bertha Willoughby; Interim Director Head Tara Samul.

Absent: David Condon, L. David Cornish, Elizabeth Garcia-Gonzalez.

3. APPROVAL OF MINUTES

A. **MOTION:** Bertha Willoughby moved to accept the minutes of the Regular Meeting of May 19, 2009, with one name correction (Jeanne Berardo). The motion was seconded and passed unanimously.

B. **MOTION:** Bertha Willoughby moved to accept the minutes of the Special Meeting of June 2, 2009. The motion was seconded and passed unanimously.

4. PUBLIC COMMENT (no comments)

5. CORRESPONDENCE

Letters of May 28, 2009, from Peter Ciparelli to (a) Steven J. Lettieri, (b) Judith and William Miner, and (c) John and Judith Ivimey, thanking them for donations of \$100 each, in honor of the wedding of David Condon and Sherri Verrier.

6. REPORTS

a. Executive Committee. The committee met on May 23, 2009 to review a grievance filed by staff member Suzanne Foulkes. Al Kinsall sent a letter of acknowledgment of the grievance to Ms. Foulkes on May 26, 2009. Having met with the City attorney about the grievance, Al will send a letter to Ms. Foulkes indicating that the Board is impressed by her good work for the Library and grateful for her extra hours. He will also encourage her to apply for a full-time position if one becomes available.

MOTION: Al Kinsall moved to require that every applicant for a position receive a response in writing, with respect to the Library's decision as a result of the search. The motion was seconded and passed unanimously.

b. Policy/Bylaws/Personnel Committee. The candidate for the part-time position in the Children's Department has declined to accept the job offer.

c. Finance Committee. David Hersant gave the following reports:

(i) Investment report.

(ii) Budget FY 2009-2010. The ad hoc Budget Committee met on May 23, 2009, to discuss options for balancing the budget.

MOTION: Ethel Gerity moved to accept the revised Operating Budget 2009-2010 of June 14, 2009, which will eliminate Saturday and Sunday hours and reduce daily operating hours by 3 hours per day for Mondays through Thursdays and by 1 hour per day for Fridays. The motion was seconded and passed unanimously.

Tara Samul will compile a list of services provided by LIONINC, as well as the cost of the annual contract.

(iii) P&L and Balance Sheet (current and YTD)

(iv) Expenses report (QuickBooks)

- d. Development Committee. Annual Giving 2009 report (no report)
- e. Long-Range Planning Committee. Capital Campaign status (no report)
- f. Building/Grounds Committee.
 - (i) Oil-tank removal project (bid process). Al Kinsall and Bertha Willoughby met with a City official about the status of the stimulus grant. Tara Samul will clarify some items in the contract with Fuss.
 - (ii) Monthly attendance/traffic report. Tara Samul will construct a spreadsheet with this monthly information, as well as petty cash transactions.
- g. Friends of the Library. Josie Esposito reported that the Friends have received about \$400 from the ongoing book sale in the lower lobby. Tara Samul will provide her with information from the Union City bookseller who collected unsold books. Josie also reported that Friends was raising its annual dues to \$20.
- h. Grant Committee. Peg Cibes reported that she is reviewing all the grant applications for their status and reporting requirements. Bertha Willoughby is similarly reviewing grants related to the Capital Campaign and the City's stimulus grant.

7. ACTION ITEMS

- a. **MOTION:** Al Kinsall moved to accept the resignation of Peter Ciparelli as Executive Director effective June 4, 2009.
- b. **MOTION:** Peg Cibes moved to name Tara Samul Interim Library Director, at a prorated salary of \$55,000 per year, for the period from June 8, 2009, until the start of work of a newly hired Library Director. The motion was seconded and passed unanimously.
- c. **MOTION:** Al Kinsall moved to approve the search for a Library Director. The motion was seconded and passed unanimously.
- d. **MOTION:** Al Kinsall moved to authorize the purchase of one stand-alone computer, and necessary peripherals, dedicated to business records. The motion was seconded and passed unanimously.
- e. **MOTION:** Al Kinsall moved to authorize the purchase of an up-to-date version of an accounting software package appropriate for Library business. The motion was seconded and passed unanimously.

8. EXECUTIVE SESSION

- MOTION:** Peg Cibes moved to go into Executive Session at 5:33 p.m. for the purpose of discussing a grievance by employee Suzanne Foulkes. The motion was seconded and passed unanimously.
- MOTION:** Peg Cibes moved to come out of Execution at 5: 55 p.m., with no other votes having been taken. The motion was seconded and passed unanimously.

9. SETTING OF FUTURE BUSINESS

Al Kinsall appointed the Executive Committee as a Screening Committee for the job search for an Executive Director.

10. ADJOURNMENT

- MOTION:** Peg Cibes moved to adjourn the meeting at 5:56 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,
Margaret Cibes, Secretary