



**Public Library of New London
Regular Meeting of Board of Trustees
June 15, 2010, 4:00 P.M.**

1. CALL TO ORDER

President Daneen Roth called the meeting to order at 4:05 P.M.

2. ROLL CALL

Board members Margaret Cibes, Mary Doherty, Josie Esposito, Elizabeth Garcia Gonzalez, Ethel Gerity, David Hersant, Robert Place, Daneen Roth, Bertha Willoughby.
Director Suzanne Maryeski. City Council Liason Michael Passero.
Absent/excused: Board members Jocelyn Briddell, L. David Cornish, José Gonzalez.

3. PUBLIC COMMENTS: none

4. ACCEPTANCE OF MINUTES

MOTION: J. Esposito moved to accept the minutes of the Board meeting of May 18, 2010, with the following correction to Section 5.h: Chapters 1 and 2 are done. R. Place seconded the motion, which passed unanimously.

5. REPORTS

a. Director: See written report.

- (i) Staff evaluations have begun.
- (ii) **MOTION:** B. Willoughby moved that the staff wear name tags with their first names only. D. Hersant seconded the motion, which passed unanimously.
- (iii) A patron made a donation of \$100 in recognition of Fran Gibbs-Kail's superior service.
- (iv) A staff member believes that she is owed back pay due to her "raise date." Treasurer D. Hersant will speak to the employee to explain what is owed to her, and she will be paid the amount owed. The policy since at least 2002 is that July 1 is the date that evaluations are due and that salary increases, if any, are effective.
- (v) The Board feels that Rick Gipstein should be consulted, even if he charges a fee, for the Bowdenwein and Palmer expenditures for the Children's Room. The Board feels that he will recognize items that are needed in the room and will choose the proper scale of size.
- (vi) The Board agreed to offer a Food for Fines activity. A date will be set for patrons owing fines to bring in food for the needy in exchange for the fines they owe on books.

b. Executive Committee: no report

c. Personnel & Nominating: no report

d. Treasurer's Report: See Profit & Loss Report. The Library is in a strong cash position, but expects to have an operating loss of about \$20,000 for the fiscal year.

e. Development Committee: M. Cibes reported that the mailing list has approximately 500 persons. The 2010 Annual Giving letter has been composed and reviewed, and some changes will be made.

- f. **Grants:** The Director will provide a list of furniture for the State Construction Grant and review it with the Grant Committee. Also, Suzanne Maryeski will explore a promotion activity through Border's Books for the Library.
- g. **Building and Grounds Committee**
 - (i) A Johnson Controller was installed.
 - (ii) **MOTION:** R. Place moved to allocate \$973.00 to move/change the thermostat in the downstairs staff room. Elizabeth Garcia Gonzalez seconded the motion, which passed unanimously.
 - (iii) The Director will look into moving the security camera sight lines to include problematic loitering areas.
- h. **Friends:** J. Esposito was recognized and given a framed certificate and a donation to Friends of \$100 as the Outstanding Friend for the year 2010. It is the second time Mrs. Esposito was given this award. Kudos to J. Esposito!
- i. **Policy and Bylaws**
MOTION: R. Place moved to accept the following schedule of fines. E. Gerity seconded the motion, which was passed unanimously.
 - Copies: \$0.10 per page
 - Community Room use from 5-9 P.M.: \$25
 - Fax: \$1.00/page
 - Genealogy: \$10 mailing minimum
 - Internet: privileges suspended if unpaid fees of \$10 or more on patron's Library card
 - Notary Service: free
 - Overdue Materials (books & videos & DVDs)
 - \$0.10 per day up to \$2.00 maximum for adults
 - \$0.10 per day up to \$1.00 maximum for children
 - \$2.00 per day for videos and DVDs up to a \$2.00 maximum
- j. **Long Range Planning:** no report
- k. **Other Business**
 - (i) The Director recommends that staff receive raises this year on the evaluation dates of July 1st because no raises have been give in 3 years. Treasurer D. Hersant and Director S. Maryeski will meet with M. Passero, City Councilor liason, to discuss the issue. The Library would not utilize supplemental monies allocated by the City; the funds would come from other sources.
 - (ii) The Personnel Committee will review various forms for evaluating Library Directors, choose one, and send it out to the Board members to complete.
 - (iii) The subject of enabling online donations will be placed on the agenda for a future meeting.

6. **ADJOURNMENT**

MOTION: M. Cibes moved to adjourn the meeting at 6:00 P.M. R. Place seconded the motion, which passed unanimously.

Respectfully submitted,

Ethel K. Gerity
Secretary of the Board of Trustees
Public Library of New London

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