



Next meeting
June 16, 2009
4:00 P.M.

Public Library of New London
Minutes of Regular Meeting of Board of Trustees
May 19, 2009, 4:00 P.M.

1.0 CALL TO ORDER

President Al Kinsall called the meeting to order at 4:20 p.m.

2.0 ROLL CALL

Board members Peg Cibes, David Condon, Mary Doherty, Josie Esposito, Elizabeth Garcia-Gonzalez, Ethel Gerity, David Hersant, Al Kinsall, Robert Place, Bertha Willoughby; Director Peter Ciparelli. Department Heads Tara Samul, Cris Staubach, Jeanie Berardo. City Council Liaison Adam Spreceac. Absent: L. David Cornish, Daneen Roth (excused).

3.0 PUBLIC COMMENT (no comments)

4.0 CONSENT AGENDA

MOTION: Al Kinsall moved to receive for the record the following consent agenda items. The motion was seconded and passed unanimously.

6.0 CORRESPONDENCE (none)

7.0 COMMITTEE REPORTS

- 7.1 Finance – endowments/investments only
- 7.2 Development – Annual Giving 2009 (no report)
- 7.3 Long Range Planning – Capital Campaign (no report)
- 8.1 Budget/financial position
 - 8.1.2 Cash receipts report
- 8.5 Operations/Personnel (building circulation/attendance traffic)
 - 8.5.1 Circulation/Attendance Traffic report

5.0 MINUTES OF MEETING OF APRIL 21, 2009

MOTION – Ethel Gerity moved to accept the minutes with one correction: "Thames Valley Garden Club" should read "Thames River Garden Club." The motion was seconded and passed unanimously.

7.0 COMMITTEE REPORTS

- 7.4 Friends of the Library – Annual Book Sale update

Josie Esposito reported that the Book Sale of May 16, 2009 had raised about \$1200 to date, with lower attendance than last year probably due to the economy and a 2-hour downtown parade. She asked for more cooperation from the Director and staff in future years. She also reported that the Friends had made a donation to the City Beautification Committee for landscaping.

MOTION: Al Kinsall moved to accept the report for the record.

8.0 FOR INFORMATION OF BOARD MEMBERS TO BE RECEIVED FOR THE RECORD

8.1 Budget/financial position

8.1.1 P&L Report/Balance Statement/Financial Report

Al Kinsall designated an ad hoc committee of David Hersant, Peter Ciparelli, Mary Doherty, and Peg Cibes for the purpose of reviewing the financial statements.

David Hersant reported that the bookkeeper was learning QuickBooks. The Director will determine whether the Library can update the software two levels in one fell swoop.

Adam Spreace reported that the City Council had cut all City department budgets, as well as the Library's budget, by 2% for FY 2009-10; in the Library's case, the reduction amounts to about \$12,000. The budget has had two readings to date.

The Director will work with David Hersant on moving monies to Dime Bank.

MOTION: Al Kinsall moved to accept the report. The motion was seconded and passed unanimously.

8.2 Goals

Peter distributed his goals for June 2009.

David Condon added the following: (1) apply four grant applications per month; (2) reconcile the FY 2008-09 budget and propose plans for mitigating the anticipated deficit.

MOTION: Al Kinsall moved to accept the report. The motion was seconded and passed unanimously.

8.3 Grants/Activity

8.3.1 Grants Administration Report – The 17%

Bertha Willoughby inquired about a discrepancy between her record, which shows Annual Fund receipts of about \$9,000 and the report, which shows Annual Appeal receipts of about \$13,000. The Director explained that the Library has not yet received all of a major donor's promised contribution.

MOTION: David Condon moved to accept the report. The motion was seconded and passed unanimously.

8.3.2 Grants – April 2009

On April 28-29, 2009, the Director wrote to The Putnam Bank Foundation, Ronald McDonald House Charities of CT and Western MA, BJ's Charitable Foundation, and the Have It Your Way Foundation to solicit \$5,000 grants for Project ASPIRE. On April 20, 2009, Dime Bank announced that it was awarding a grant of \$2,000 to the Library for Project ASPIRE; on April 22, 2009, the Director wrote to thank-you letter to Dime Bank.

On April 22, 2009, Chelsea Groton Foundation denied the Library's grant request. Board members discussed the need to provide timely feedback to grant organizations where required.

MOTION: Al Kinsall moved to accept the report. The motion was seconded and passed unanimously.

8.4 Programs – ongoing and in development – staff reports

The heads of the Adult's and Children's departments reported to the Board about future programming plans. The head of Circulation reported that all is well.

- 8.5 Operations/Personnel (building circulation/attendance traffic)
8.5.2 Hiring process – Library Assistant in Children's Department
The Director has identified Sean Glover, of Ledyard, as a candidate for a part-time position in the Children's Department. He has checked references and will offer the candidate a position on May 20, 2009.
The Director will move the hours of the current Children's Department part-timer back to 20 hours per week.
MOTION: Bertha Willoughby moved to accept the report. The motion was seconded and passed unanimously.

9.0 UNFINISHED BUSINESS

- 9.1 Use of Community Room
Bertha Willoughby reported that the revised Meeting Room forms were not available in the Library. The Director will provide copies of the revised forms at the Circulation desk.
The Director provided materials about charging fees for use of the Meeting Room, with no recommendations. He will survey local libraries for their charges and draft a fee policy for review by the Policy Committee.
He may also prepare a list of the accommodations available, such as accessibility to handicapped people, overhead digital projection, room capacity, kitchen equipment, *etc.*, all of which might be posted on the website along with the calendar and/or provided in a leaflet at the Circulation Desk.
MOTION: Al Kinsall moved to accept the report. The motion was seconded and passed unanimously.
- 9.2 Transient Card usage
The Director will follow through with a visit to the Homeless Hospitality Center in order to determine whether they have found a resolution to the problem of multiple unreturned DVDs.
MOTION: David Condon moved to accept the report. The motion was seconded and passed unanimously.
- 9.3 Maintenance contracts list
David Condon asked that the list include each contract's calendar time span.
MOTION: David Condon moved to accept the report. The motion was seconded and passed unanimously.

10.0 NEW BUSINESS

- 10.1 State Library Construction Grant update
The Director reported that the State Bond Commission had approved our grant. However, the State Library will require the Library to go through the City in order to receive the State's \$11,000, because the City Clerk claims that the City owns the Library land. Al Kinsall will get a copy of the land records, Vol. 73, p. 303, to check the Library's deed. Peter will also ask Solomon's whether it is on the list of State approved vendors.
As for the remaining \$22,000 project expense, the Library has permission to use part of the Community Foundation's "Love Our Libraries" grant for that part of the project.
MOTION: Al Kinsall moved to accept the report. The motion was seconded and passed unanimously.

11.0 NOTICES OF COMMITTEE MEETING DATES

Executive Committee meeting – 9:00 a.m., Saturday, May 23, 2009, Penny Lane
Al Kinsall, David Condon, David Hersant, Peg Cibes, Bertha Willoughby
(David Condon will not be available.)

Ad hoc Budget Committee meeting – 10:00 a.m., Saturday, May 23, 2009, Thames Street
David Hersant, Peg Cibes, Mary Doherty, Peter Ciparelli
(Peter Ciparelli may not be available during this holiday weekend.)

MOTION: Bertha Willoughby moved to go into Executive Session at 6:02 p.m. for the purpose of discussing the Director's performance evaluation by the Personnel Committee. The motion was seconded and passed unanimously.

The Director accepted the Board's invitation to attend the Executive Session for the purpose of listening to the discussion and responding.

12.0 EXECUTIVE SESSION

MOTION: Ethel Gerity moved to come out of Executive Session at 7:05 p.m., with no other votes having been taken. The motion was seconded and passed unanimously.

MOTION: Peg Cibes moved to express a vote of no confidence in the Director's leadership. The motion was seconded and passed unanimously.

The Board set Tuesday, June 2, 2009, at 4:00 p.m., for a Special Board Meeting. The Director will give the proper notice of the meeting.

13.0 ADJOURNMENT

MOTION: Peg Cibes moved to adjourn the meeting at 7:10 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,

Margaret Cibes, Secretary