



Next regular meeting
December 15, 2009
4:00 P.M.

Public Library of New London
Regular Meeting of Board of Trustees
November 17, 2009, 4:00 P.M.

FINAL MINUTES

1.0 CALL TO ORDER

President Daneen Roth called the meeting to order at 4:10 p.m.

2.0 ROLL CALL

Board members Peg Cibes, L. David Cornish, Mary Doherty, Josie Esposito, Ethel Gerity, José Gonzalez, David Hersant, Robert Place, Daneen Roth, Bertha Willoughby.

Director Suzanne Maryeski.

Absent: Board member Elizabeth Garcia Gonzalez, City Council Liaison Adam Spreace.

3.0 PUBLIC COMMENTS (none)

4.0 ACCEPTANCE OF MINUTES OF OCTOBER MEETING

MOTION – Bertha Willoughby moved to accept the minutes of the October 20, 2009, meeting. The motion was seconded and passed unanimously.

5.0 CORRESPONDENCE

Nov.10– Notice of Probate Court hearing of December 10, 2009, to finalize documents for the Mabel Bartlett estate.

Nov.10 – Email communication from Sarah Cardwell, expressing her happiness at the reinstatement of Saturday hours.

6.0 REPORTS

a. **DIRECTOR.** The Director provided written materials about Library-related news articles, and she provided the following oral report about Library activities.

(i) Staff and Operations

- Saturday hours of 10:00 a.m. to 2:00 p.m. started on November 7. The Director worked at the Circulation Desk, where she observed a steady turnout of patrons.
- Staff member Lee Clapp fell and broke her wrist on November 5 while exiting the staff elevator on the basement level. She was hospitalized for several days. The Library sent flowers and a card, and the Director visited her twice. The Workers' Compensation office and the Library's insurer have been notified. The Director and a staff member are handling Lee's work in her absence.
- The Director and staff members have attended 6 professional events, including meetings, a reception, and a workshop.
- The Director expressed concern about the state of the staff room facilities and will develop a plan for improving them.
- The Director has short daily meetings with all staff.
- There have been few returns of the overdue fine forgiveness coupon that was posted by New London Mainstreet in a recent newsletter.
- The Director has started a pilot "Adopt a Book" program, in which patrons can purchase a book for the Library and receive priority on the loan of the book, as well as a bookplate acknowledging the contribution and/or the honoree.

(ii) Grants & Gifts

- The Community Development Block Grant (CDBG) work has been completed. The Library has received certification that the storage tank has been closed.
- The Director is working with architect Rick Gipstein on the furniture to be funded by the Connecticut State Library (CSL) State Construction Grant of 2009.
- October 24 – Donation of \$200 from Paul and Ethel Gerity to be invested in the Henry Haven Society fund.

(iii) Facilities

- There are ongoing problems with both elevators and the Huntington Street door lock, which are being addressed. The staff elevator is under warranty. Renovation of the front door may be funded by a future CDB Grant.
- The Director is awaiting an estimate of repair to the roof leak in the mezzanine.
- The front steps are in need of repair, and the Director will investigate the nature and cost of the repair. The use of mortar, instead of caulk, was recommended by the Board.
- The Director has instituted Tidy Thursdays, when the staff spends an hour straightening up Library spaces before the Library opens at 10:00 a.m.
- The Director will proceed with the removal of the basement items at an estimated cost of \$1500. She will keep any orange chairs.

(iv) Personnel Policy

- A new statute requires that the Library have a 3rd party administrator for the pension fund by June 30, 2010, and it requires a restatement of the pension plan by mid-December 2009. Bertha Willoughby and Josie Esposito will work on this with the Director.

(v) Miscellaneous

- The Director located an 1890-91 “book” of Library newsletters in the basement. Peg Cibes will investigate digitization of the “book.”
- The Director has filed the Library’s Annual Report with the Connecticut State Library.

- b. EXECUTIVE COMMITTEE. The Executive Committee will meet in a workshop on December 2, at 4:30 p.m., to draft a list of priorities for the coming year. Some issues are bylaws, personnel and other policies (personal days, pension contributions), long range Plan, technology plan, Condon gifts, LSTA grant application, internal communications, absent trustee participation in meetings.
- c. PERSONNEL/NOMINATING COMMITTEE
MOTION – Peg Cibes moved to appoint José Gonzalez, Chair of the U.S. Coast Guard Academy’s English Section, author of a text on Latino literature, and poet, to a three-year term as a Board member.
- d. FINANCE COMMITTEE. David Hersant reported that the Library is currently experiencing a budget deficit of about \$25,000. He will investigate potential ways of reducing electricity bills. No action has been taken with respect to the Library’s investments, with the exception of the ongoing periodic purchase of bonds.
- e. DEVELOPMENT COMMITTEE. Peg Cibes will attend a workshop required in order to apply for a Library Sciences & Technology Act (LSTA) grant on November 24 in Middletown. The Board will decide whether to apply for the grant at a later date.
- f. BUILDING/GROUNDS COMMITTEE (no report)

- g. FRIENDS OF THE LIBRARY. The Friends Annual Meeting and Party on November 15, 2009, was well attended. The Friends donated \$8,000 to the Library. A new Bookworm Club will start soon.
- h. POLICY/BYLAWS COMMITTEE (no report)
- i. LONG RANGE PLANNING COMMITTEE (no report)
- j. OTHER BUSINESS
 - (i) Bertha Willoughby requested that the Board receive a list of monthly activities at the beginning of the month. Peg Cibes suggested that it also be mailed to the Council, with some kind of brief monthly report of general Library news.
 - (ii) The Director suggested that the Friends might be interested in sponsoring an author visit.

7.0 ACTION ITEMS

- a. **MOTION** – Peg Cibes moved to table discussion of the appointment of a Board Vice President. The motion was seconded and passed unanimously.
- b. **MOTION** – David Hersant moved to resume Sunday hours from 1:00 p.m. until 4:00 p.m. starting January 10, 2010. The motion was seconded and passed unanimously.
- c. **MOTION** – David Hersant moved to fund the reinstated Saturday and Sunday hours with funds from the Shea grant. The motion was seconded and passed unanimously. The Director will issue a press release closer to the January 10 date.
- d. **MOTION** – Peg Cibes moved to table a discussion of the use of the wedding and memorial donations from the friends and family of Atty. David P. Condon, former Board Vice President.

8.0 EXECUTIVE SESSION (none)

9.0 SETTING OF FUTURE BUSINESS/DISCUSSIONS

- a. Executive Committee workshop on December 2, 2009, at 4:30 p.m.
- b. Upgrade of technological facilities in the Community, such as a method for absent trustees to participate in meetings via telephone/computer.
- c. Trustee emeritus classification.
- d. Display of paintings and donation/loan of Nautilus painting.
- e. ACLB/CSL workshop: “Creating a Stronger Board for Your Organization,” Willimantic Library Service Center, December 15, 2009.

10.0 ADJOURNMENT

MOTION – Peg Cibes moved to adjourn the meeting at 5:55 p.m. The motion was seconded and passed unanimously.

Respectfully submitted,
Margaret Cibes, Secretary

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Library website: www.PLNL.org