



Next regular meeting
October 20, 2009
4:00 P.M.

Public Library of New London

MINUTES

Regular Meeting of Board of Trustees
September 15, 2009, 4:00 P.M.

1.0 CALL TO ORDER

President Al Kinsall called the meeting to order at 4:05 p.m.

2.0 ROLL CALL

Board members Peg Cibes, Josie Esposito, Elizabeth Garcia Gonzalez, David Hersant, Al Kinsall, Robert Place, Daneen Roth, Bertha Willoughby. City Council Liaison Adam Spreccace. Director Suzanne Maryeski, Head of Adult Services Tara Samul.
Absent: L. David Cornish, Mary Doherty (excused), Ethel Gerity.

3.0 PUBLIC COMMENTS (no comments)

4.0 APPROVAL OF MINUTES

MOTION – Josie Esposito moved to accept the minutes of the Regular Meeting of August 18, 2009 with the following correction to Section 6.d.(iv): Tara Samul, not Al Kinsall, received the check [from Liberty Bank]. The motion was seconded and passed unanimously.

5.0 CORRESPONDENCE

August 9 – Card and two photos from Mamie Bauduccio-Rock and the Activities Committee of *Fish Tales, Tugs and Sails*, thanking the Board for its sponsorship and for the contributions of Cris Staubach and the volunteers.

August 19 – Card from Frances Gibbs-Kail, thanking the Board for its flower arrangement on the occasion of her husband's death.

August 31 – Letter to Liberty Law Firm, thanking it for a \$100 donation in memory of David Condon, and letter to the Condon family, notifying them of the gift.

August 31 – Donation of \$10,000 from Sherri Verrier (Condon) in memory of David Condon; **September 13** – Thank-you letter.

September 4 – Grant of \$1,500 from Target for Project ASPIRE; **September 13** – Thank-you letter.

September 9 – Donation of \$25 from Patricia Hannaford in memory of Libbe Miceli and thank-you letter; **September 13** – Thank-you letter.

August 27 – Letter to Libraries Online, requesting that they terminate access to any LION service immediately upon notice that a user is no longer an employee of a member library; **September 2** – Reply letter from Libraries Online, stating that it is reviewing its policies and currently has a policy of terminating access upon written notice from a Board President or Library Director.

August 27 – Letter to Detective Frank Jarvis, of the New London Police Department, documenting several emails of concern found on a Library computer, but not making a formal complaint at this time.

August 27 – Letter to Suzanne Foulkes, appointing her to a full-time position as Library Assistant-Youth Services, effective August 24, at a salary of \$9.20 per hour for a 35-hour work week.

August 27 – Letter to Suzanne Maryeski, appointing her as Library Director, at an annual salary of \$64,800 for a 35-hour work week.

MOTION: Bertha Willoughby moved to accept the correspondence for the record. The motion was seconded and passed unanimously.

6.0 REPORTS

- a. Finance Committee. David Hersant gave the following reports.
 - (i) Balance Sheet as of August 31, 2009
 - (ii) Profit & Loss Sheet for each of July and August 2009
 - (iii) Profit & Loss Sheet for Fiscal Year 2009-10 to date
 - (iv) Investment report
 - (v) David will prepare a staff reimbursement form

- b. Executive Committee. Peg Cibes gave the following report.

The former Director was available by telephone for the Unemployment Compensation hearing of September 8, 2009, at which time he was awarded compensation starting 11 weeks (8 weeks of paid salary and 3 weeks of paid vacation) after his last day of June 5, 2009. Peg Cibes represented the Library at the hearing.

- c. Policy/Bylaws Committee.
 - (i) The Director will review all policies when time permits and submit her suggestions to the Committee. Peg Cibes suggested that, after Board review, the Library submit all policies *in toto* to an attorney for review with respect to current federal, state, and local statutes.
 - (ii) There may be a need for at least one new policy, based upon an incident reported to the Board by Tara Samul, who described the case of an anonymous parent who requested access to her child's check-out records. The Library may wish to prepare a form for a complainant, which would supplement the one currently available for the staff member who takes the complaint.

- d. Development Committee.
 - (i) Re the State Library Construction grant, the Library will have to go out to bid for the contracts for furniture. At the request of the former Director, Rick Gipstein met with Dale Kennon, of Solomon's, on several occasions to review furniture styles; Peg has thanked him verbally. Peg and Bertha Willoughby have met with Dale Kennon to review preliminary plans. Actual choice of furniture awaits discussion with the Director.
 - (ii) Re the Ronald McDonald House of Charities grant application, Cris Staubach prepared a list of \$5,000 worth of CDs for children's books, in response to McDonald's request for a list specific purchases.
 - (iii) Re the Community Foundation of SE CT's Love Our Libraries grant, the Director will contact the Foundation with respect to the status of the grant and our role in it.
 - (iv) Re the City Council's Community Development Block Grant (CDBG), Tara Samul reported that the oil tank has been removed and that soil samples are being taken prior to re-paving the parking lot.
 - (v) Re the State Principal Public Library grant,

- (vi) Re the Capital Campaign grants, Bertha Willoughby reported that the Library has already received \$100,000 from the Frank Loomis Palmer Fund for the Children's Computer Lab, with \$32,000 having been spent to date, for AWE computers and printers. Amy Lynch, of Bank of America, trustee for the Palmer Fund, needs a report of the expenditure and a plan for future expenditures, as no reports have been filed by the due date. Bertha also reported that the Library will not receive any of the Bodenwein Public Benevolent Foundation's award of \$75,000 for the Children's Room until a report is filed about past and planned expenditures.
- e. Long Range Planning Committee.
The Director will review the expired Long Range Plan and draft a new plan with the Committee, when time permits.
- f. Personnel/Nominating Committee. Daneen Roth gave the following report. José Gonzalez, Chair of the U.S. Coast Guard Academy's Humanities Department and author, has agreed to serve on the Board as of the date of the regular October Board meeting. The Director will prepare a press announcement of the appointment for release after his first meeting.
- g. Building/Grounds Committee.
 - (i) Tara Samul reported that items in storage have been marked for keeping and that the remaining items will be picked up by a trash removal company as soon as cost estimates are in.
 - (ii) Tara Samul reported that the exterior building locks have been changed, as well as the alarm codes.
 - (iii) The Director reported that EMCOR, in a routine maintenance check, found two fan motors which need to be replaced, at an estimated cost of \$1500.
- h. Friends of the Library. Josie Esposito gave the following report.
 - (i) A Bookworm Club has concluded.
 - (ii) The Director will be introduced at the Annual Meeting and Party.
- i. Other Business.
 - (i) Peg Cibes reported that the State budget will maintain all services, at the 2008-2009 level for 2009-2011, with the exception of a reduction in the Info Anytime service.
 - (ii) Tara Samul is becoming a notary, in order to provide free service for patrons, and she is going to provide voter registration materials for patrons.
 - (iii) The Board encouraged the Director to ask a staff member to volunteer to attend one of the Connecticut State Library workshops for novice cataloguers.
 - (iv) Al Kinsall asked the Director to ensure that the special staff parking space is available for patrons when the staff member is not at the Library.
 - (v) Some tentative plans for the Annual Meeting and Party involve honoring former trustee David Condon by naming the Board Room in his honor and possibly restoring Saturday hours for the Library.

7.0 ACTION ITEMS

- a. **MOTION:** Peg Cibes moved to authorize the Director to contract with architect Richard Gipstein, of Lindsay Liebig Roche, for consultation services with respect to the bid process required by the Connecticut State Library Construction grant for furniture. The motion was seconded and passed unanimously.

- b. **MOTION:** David Hersant moved to authorize the Director to contract with EMCOR for two new heating fans for the HVAC system, at an estimated cost of \$1500. The motion was seconded and passed unanimously.
- c. **MOTION:** Peg Cibes moved to amend the Gifts and Donations Policy as follows:

Current Section I. Unrestricted and unconditional donations of funds will be accepted (including cash, checks, money orders, stocks, bonds, mutual fund shares, stock options, and the like).
Amendment to Section 1. Any donation to the Public Library of New London of more than \$20 that is not otherwise restricted for a specific purpose will be deposited in the Annual Giving Fund until the Finance Committee makes a recommendation about spending or investing the donation.

The motion was seconded and passed unanimously.

- d. **MOTION:** Peg Cibes moved to amend the July 2009 investment resolution by adding the following:

Crosby Fund. Income to be used for any library needs.

The motion was seconded and passed unanimously.

8.0 SETTING OF FUTURE BUSINESS

- a. New: NELINET is offering its 2nd Public Library Symposium at Old Sturbridge Village, MA, on December 4, 2009. Topics include (1) Taking Risks & Creating Change; (2) Certification for Library Support Staff; (3) Branding for Public Libraries; and (4) Re-Visioning Your Library in Response to Trends.
<https://www.nelinet.net/eaccount/EventDetail.aspx?eventid=00001039>
- b. New: The Chamber of Commerce of Eastern CT will present a conference on Improving Nonprofit Performance on Wednesday, September 23, 8:30 a.m.-3:30 p.m. at the New London Radisson Hotel.
<http://www.chamberect.com/chamber-activities>
- c. Reminder: The Public Library of New London, along with 11 other local libraries, will thank the Community Foundation of SE CT for the *Love Our Libraries Initiative* at the Groton Public Library, 4:00-6:00 p.m., Friday, October 2, 2009. Board members will be notified if the location of the reception is changed.
- d. New: The Library will hold a Business After Hours event for Chamber of Commerce – New London Chapter members at a date to be determined.
- e. New: Elizabeth Garcia Gonzalez and the Library staff will work on programming and displays for Hispanic Heritage Month (mid-September through mid-October).

9.0 ADJOURNMENT

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

Respectfully submitted,
Margaret Cibes, Secretary