



Public Library of New London
Draft Minutes of Board of Trustees Meeting
October 18, 2011

Call to Order: at 4:10 PM by President Daneen Roth.

Roll Call: Gordon Angel, Mary Doherty, Josie Esposito, Ethel Gerity, Jose Gonzalez, William Hannaford, David Hersant, Suzanne Maryeski (Director), Daneen Roth. Excused: Jocelyn Briddell, Elizabeth Garcia-Gonzalez.

Minutes: Corrections: under “Building and Grounds” Gordon Angel, David Hersant, and Suzanne Maryeski met with the contractor to look at the boiler.

Director’s Report: See attached report. Points of interest as follows:

- On 11/30/11 Staff training planned on dealing with difficult patrons presented by a psychiatrist from L&M Hospital. Board approval is necessary to close library from 5:00 – 7:00 pm for this training. Gerity MOVED, D. Hersant SECONDED. SO MOVED
- Security Guard: It is necessary to hire a security guard. The security guard would cost \$16.47/hr from 3PM-7PM for Mon-Thurs. Motion made to hire security guard for 16 hours a week, beginning Nov. 1st-April 1st, at which time the need will be reevaluated. E.Gerity MOVED, M. Doherty SECONDED. SO MOVED.
- Adopt a Book Program will begin November 1st. All Board members are encouraged to participate. There is a list of books being purchased at a discounted price. Participants will pay the decreased amount. E. Gerity noted that Todd Gipstein’s book Legacy of the Light should become part of the Library’s collection.
- **A.Personnel & Nominating:** Head of Circulation replacement is Ellen Paul. She assumes her position 10/31/11. She will be evaluated for a raise in six months. Jose Gonzalez states that he feels another responsibility be added to the Job Description. The Board agreed to add it as follows: “Works with technology team and staff to incorporate internet technology into Library functions”. This will be added to the Job Description.
- **B.Personnel & Nominating Committee.** Voted to extend terms of Board members whose terms are completed. They are Mary Doherty, Elizabeth Garcia-Gonzalez, David Hersant, and Daneen

Roth. J. Esposito MOVED, B. Willoughby SECONDED that the terms be extended to 2014. SO MOVED. Correction is noted that E. Gerity and B. Willoughby's term expiration is currently at 2012.

- **C. Personnel & Nominating:** Jose Gonzalez is doing a year as a Fulbright Scholar in Spain and is therefore requesting a leave of absence from the Board. He is provisionally granted that LOA and the committee will write a policy regarding leave of absence from the Board.
- **Name Tags for the Staff:** The Personnel Committee will devise a policy enumerating the consequences of not wearing a name tag.
- **Job Description for Head of Circulation:** The Director would like to see "four years of college education or the equivalent in experience" to be added to the job description. Current salary is \$28K which she feels is too low. J. Esposito MOVED, and G. Angel SECONDED that the four years of college education or the equivalent in experience be added to the job description. SO MOVED.

Treasurer's Report: See report. Placed on file. D. Hersant reports that C. Perrone, our financial advisor is on a Leave of Absence from his position at Wells Fargo. The Finance Committee will meet to explore other financial advisors. Currently we have funds at Dime Bank and they have a Investment Division. They are donors to the library.

Fund Raising: No Report.

Grants: See Directors Report. Second request for Love Our Libraries \$25K grant in progress. ASPIRE Program: The Director reports that in order to support our ASPIRE program for children and young adults we need grants to support it. Donations for Y/E are \$16,000.

Building & Grounds: The Pennsylvania contractor who is creating the new front doors was hit by Hurricane Irene, therefore there will be a delay in the delivery.

Friends: Bookworm Program is underway. The Friends Autumn Party will take place either November 13th or November 20th. The date is partially dependent on the presence of Todd Gipstein to sign his new book.

Bylaws: Committee needs two more members, Long Range Planning needs two more members.

Old Business: President Daneen Roth reminded Board members:

Flexibility Cross Training of Staff needs writing/review.

The staff needs inclusion in review/rewriting of Job Descriptions.

Public School Libraries: our library could supplement staff at the schools.

Young adult intern programs could be created.

Services for the homeless and unemployed, including job training, need to be explored.

Employees are the “face” of the Library: need to advocate this.

Cooperation with police department

New Business: Metrocast Citizen’s Advisory Committee meets 6 times a year: there are 24 members representing 9 towns in Connecticut. The committee gives \$2000 per year in grants to school systems. B. Willoughby has been our representative for many years and feels this opportunity to serve on this committee should be passed on to another Board Member. The Board appreciates David Hersant volunteering to be the new representative to the Metrocast Citizen’s Advisory Committee.

J. Esposito MOVED, E. Gerity SECONDED, there being no further business, that the meeting be adjourned at 5: 40 PM. SO MOVED.

Respectfully submitted,

Ethel Gerity, Secretary and Member of the Board of Trustees

Distribution

Board of Trustees City Clerk (3) Library Director City Council Liason

Library Website: www.PLNL.org