



**PUBLIC LIBRARY OF NEW LONDON**  
**Board of Trustees**  
**September 18, 2018 Minutes**

Present: Habibah Abdul-Hakeem, Gordon Angell, Lonnie Braxton Al Kinsall, Josie Esposito, Daneen Roth, Henry Kydd, Suzanne Maryeski, and Nick Fischer.

Daneen Roth called the meeting to order at 4:10 PM.

Nick Fischer moved that the minutes of the August 21, 2018 meeting be accepted as submitted. Al Kinsall seconded the motion, which carried unanimously.

Suzanne confirmed that the target date for her last day of work will be Friday, October 5<sup>th</sup>. Please see typed director's report submitted by Suzanne for updates.

Josie Esposito reported that six well qualified candidates have applied for the position of Director. Interviews are set to begin on Friday, September 21<sup>st</sup> with the goal of making a final decision by the week of 9/24 – 9/28. There are five people serving on the interview committee.

Al Kinsall reported that library finances are in good order.

The Development Committee met and discussed the usefulness of rolling the *100 Days of Giving* initiative into the annual giving program. The matching gifts from Charter Oak program which ends in November was also discussed. Charter Oak will match donations up to \$500.00. Roughly \$5,000.00 was collected from the Charter Oak program last year. Daneen Roth will craft a draft annual giving letter to present to the board at next month's meeting. Some discussion followed focusing on suggestions for the annual giving campaign:

- Al Kinsall discussed the importance of having a hook to encourage people to give to the library.
- Habibah Abdul-Hakeem mentioned using Facebook and a short film to encourage people to give.
- A suggestion was made to use NLHS students to film the Facebook video as a part of their senior project.
- Nick Fischer made the suggestion of using \$ amounts as ways to pull in donations. \$1,000.00 allows us to \_\_\_\_\_ (etc.).

Gordon Angell presented the list of bids for replacing the two roof-top air conditioning units (see list of bids in director's report). Building and Grounds Committee recommended offering EMCOR the contract (low bid - \$73,995). Still in need of insurance certificate prior to signing the contract.

Gordon Angell moved that the low bid (EMCOR) for replacing the two roof-top air conditioning units the AC be accepted. Nick Fischer seconded the motion, which carried unanimously.

Al Kinsall reported that he is working on language for the library's service animal policy. Al also noted that there are Board of Trustees appointments that are delinquent/need to be addressed.

Al Kinsall moved that Board of Trustee members Gordon Angell, Lonnie Braxton, Bill Hannaford, and Henry Kydd be reappointed to the Board. Nick Fischer seconded the motion, which carried unanimously.

Budget FY 2018-2019 – Suzanne has done a great job advocating for the library to the city council. It is imperative that the new director continues to advocate for the small percentage increases we have received over the past couple of fiscal years.

Nick Fischer moved to approve the proposed 2% salary increases for library staff. Gordon Angell seconded the motion, which carried unanimously.

Nick Fischer moved to increase the library custodian's salary to \$15.00 an hour. Josie Esposito seconded the motion which carried unanimously.

The vacation policy has not been moved forward yet by Suzanne.

Nick Fischer moved to table discussion of Vacation policy. Al Kinsall seconded the motion which carried unanimously.

Nick Fischer moved to adjourn. Al Kinsall seconded the motion which carried unanimously.

Meeting adjourned at 5:04 PM.

Present: Habibah Abdul-Hakeem, Gordon Angell, Nick Fischer, Bill Hannaford, Al Kinsall, Suzanne Maryeski, Victoria Mueller

Gordon Angell called the meeting to order at 4:10 p.m.

Public comments were offered by Bud McAllister and Mark Roberts. As an example of the kind of project Mr. McAllister envisions for his Noah's Art proposal, Mr. Roberts reported on the Round Table Art project that involved connecting high school art students with individuals with disabilities or conditions like blindness to foster art that increases understanding and appreciation for what it is like to live with such conditions.

Nick Fischer moved that minutes of the July 17, 2018 meeting be accepted as submitted. Habibah Abdul-Hakeem seconded the motion, which carried unanimously.

Victoria Mueller moved acceptance of the nomination of Denise Martens, brought by the Personnel Committee for the position of Head of Children's Services. Nick Fischer seconded the motion, which was approved by unanimous vote.

In her Director's Report, Suzanne Maryeski noted that her retirement, announced by email a week earlier, will occur the first week in October. Nick Fischer will meet with Suzanne August 22, 2018 to assist in updating the Executive Director Position Description in preparation for posting an announcement of the position opening.

The Director recommended that the vacation policy be reviewed with consideration given to bringing it in line with other library systems by increasing the amount of vacation from two weeks to three weeks after five years of service, rather than the ten years currently specified. This recommendation was forwarded to the Personnel Committee for review and recommendation to the Board.

The City of New London contribution to the PLNL operating budget for the coming year continues to be solid in the City budget at the original proposed level.

Al Kinsall reported that library finances are in good order.

Gordon Angell reported on the status of the AC replacement contract (to be rebid), the security camera installation (nearly complete) and the LED lighting contract (signed).

Al Kinsall reported for the Policy/By-Laws Committee that work continues on preparation of a policy regarding service animals.

No reports were presented for the Development, Grants, Long Range Planning Committees and for the Friends of the Library.

Nick Fischer moved adjournment of the meeting at 5:00. Al Kinsall seconded the motion, which was approved by consensus.

Minutes taken by Gordon Angell.