



**PUBLIC LIBRARY OF NEW LONDON**  
**Board of Trustees**  
**October 16, 2018 Minutes**

Present: Bill Hannaford, Al Kinsall, Henry Kydd, Daneen Roth, Madhu Gupta, Gordon Angell, Nick Fischer, Habibah Abdul-Hakeem

Daneen Roth called the meeting to order at 4:01 PM.

Al Kinsall moved that the minutes of the September, 2018 meeting be accepted as submitted. Bill Hannaford seconded the motion, which carried unanimously.

**Highlights from the Director's Report**

Some exciting events for the month of October are planned at PLNL:

- 10/24 → Adopt-A-Book begins
- 10/27 → Halloween Parade
- 10/27 → Do-it-Yourself
- 10/29 → Eastern Connecticut Paranormal Society

**Other news/announcements and discussion:**

- New substitute library assistant, Grace Amato started on October 11<sup>th</sup>.
- EMCOR was here and fixed the elevator. It can now carry up to 1,400 lbs.
- Veterans Day celebration at the library was discussed. Madhu has scheduled the celebration for Monday, November 12<sup>th</sup> from 11:00 to 12:00. Madhu mentioned putting up a *Wall of Honor* at the library and asking on Facebook for photos from members of the community.
- Al discussed meeting with Madhu and the finance committee to discuss the maintenance of the library budget.
- Madhu also discussed finding a replacement to fill her previous role at the library. Discussion ensued surrounding whether a part or full-time position would be best to fill the role to begin.

**Committee reports and discussion:**

- Gordon followed up/asked members of the personnel committee about the library vacation policy. Al gave a brief update that he is in the process of going through all the policies including the service animal, vacation, and financial policies. Al will send these policies out for review by email to members.
- Daneen discussed rolling the 100 days of giving into the annual giving program and providing information in the annual giving letter. A variety of ideas for ways to improve the annual giving letter were discussed.
- October 30<sup>th</sup> and 31<sup>st</sup> – AC installation will occur. Due to a crane occupying the PLNL parking lot All Souls church will be providing spaces for parking for employees and patrons. A Facebook message alerting patrons about the parking restrictions will be sent out.
- Gordon requested that a copy of the budget that indicates where we are presently with our funding is needed for our next meeting so that it can be discussed at the board level.

Nick Fischer moved that the meeting adjourn. Bill Hannaford seconded. Meeting adjourned at 4:45.

