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PUBLIC LIBRARY OF NEW LONDON

63 Huntington Street, New London, CT 06320

Meeting of Board of Trustees

February 21, 2023 at 4:00 pm

Minutes

**Present:** Habibah Abdul-Hakeem, Madhu Gupta, Daneen Roth, Henry Kydd, Victoria Mueller, Gordon Angell, and Nick Fischer.

**Call to Order:** President Daneen Roth called the Zoom meeting to order at 4:06 p.m.

**Director’s Report:** See report submitted by Madhu Gupta on 2.21.23 to the Board of Trustees.

**Action:** Notes of the Board Meeting of December 6, 2022, were moved to approval by Nick Fischer, seconded by Gordon Angell. Unanimously approved.

**New Business**

**Discussion:** The Board of Trustees received a summary of the preliminary draft financial statement report (submitted on 6/30/22) provided by the auditor, Audrey Leone. This summary included updates on the library's financial position, expenses, and activities.

**Action:** Nick Fischer moved to accept the financial statement as submitted with the additional note disclosure provided by the auditor, Audrey Leone. Victoria Mueller seconded the motion. Unanimously approved.

**Discussion:** The Board of Trustees reviewed the 2021 NL Library 990 tax return.

**Action:** Nick Fischer moved to accept the 2021 NL Library 990 tax return as submitted by Audrey Leone. Victoria Mueller seconded the motion. Unanimously approved.

**Discussion:** The Board of Trustees discussed proposed updates to the library personnel policy related to personal and vacation days. Several ideas were discussed, but consensus formed around the following list of proposals:

* **Sick days:** The number of sick days for library employees should increase from 9 to 12 (after five days – physicians note would be required) (sick days can accumulate to a maximum of 75 days)
* **Vacation days:** The number of vacation days provided for library employees should start at ten days, and, after five years of service, increase to fifteen days. For each subsequent year of service, one vacation day will be added (with a cap of 25 total days)
* **Personal days:** Add three personal days for full time employees (personal days do not roll over or accumulate)
* Annual review from Library Director to Board of Trustees on impact of personnel policies (benefits package)
* Triennial review by Board of Trustees to review the adequacy of the personnel policy based on the reviews provided by the Library Director
* The above changes will be retroactive for calendar year beginning in January 2023

**Committee Reports:**

* No committee reports.

Nick Fischer moved to adjourn the meeting and Habibah Abdul-Hakeem seconded. Unanimously approved.

The meeting was adjourned at 5:01 p.m.

Respectfully submitted,

Henry E. Kydd III,