

**Minutes of Meeting  
Kent Memorial Library Commission  
November 10, 2009**

Bob White called the meeting to order at 7:31 P.M.

**I Roll Call**

**Present:** M. Alexopoulos, D. Battle, M. Chafetz, L. Cigal, M.P. Coatti, C. Kawalec, J. Lobo, C. Rago, B. Rietberg, B. White and J. Wilson.

**Also Present:** Jim McShane and Kim Lord.

**II. Public Participation** None

**III Minutes**

Mel Chafetz made the motion, seconded by M.P. Coatti, to accept the minutes of the October 13 meeting. The motion passed unanimously.

**IV Communication** None

**V Director's Report**

- The Library had its annual fire inspection on October 19.
- There will be a budget review on December 8.
- The installment of the new phone system will be completed by November 13.
- The staff development day planned for February has been postponed.
- The new library cards will be available December 1.
- The Kindle is now in circulation for a week at a time and a \$1 per day charge.
- Dave Camera of Shoreline Audio Visual has begun the digitalization of the special collection.
- Donations totaling \$1475 have been received in Steve Humphreys' memory.

**VI Standing Committees**

**Finance**

Bob White thanked Jim McShane for getting in touch with Town Hall regarding the library's annual reimbursement payment.

**VII Unfinished Business**

**Finance**

Mike Alexopoulos indicated that the two word-choice revisions discussed at last month's meeting had been made to the three investment policies. Mike Alexopoulos made the motion, seconded by Bruce Rietberg, to accept the amended policies. The motion passed unanimously.

Mike informed the Commission members that Merrill Lynch would make an end-of-year presentation in January.

**Strategic Planning**

David Battle made the motion, seconded by Jason Lobo, that the Commission, in partnership with the Library Foundation, submit an application to Hartford Foundation for Public Giving for a grant to cover the cost of hiring a consultant for future publicity, marketing and fundraising efforts. The motion passed unanimously.

**Board Membership**

Bob White informed the Commission of an opening and asked that members make replacement recommendations at the next meeting.

The Personnel Committee, headed by Mel Chafetz, will present a slate of officers to be voted upon at the January 12, 2010 meeting.

**VIII New Business**

The budget review will take place on December 8.

Mel Chafetz made the motion, seconded by Lynne Cigal, that future KML meetings begin at 7 rather than 7:30 P.M. With the exception of Jason Lobo who abstained, all voted in favor of the motion.

Mel Chafetz invited all KML Commission members to attend a special Foundation meeting on November 19 at 7 P.M.

**IX Adjournment**

The meeting adjourned at 9:12 P.M.