

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

The meeting was called to order at 7:31 P.M. by Ruth Zimmerman.

I Roll Call

Present: Michael Alexopoulos, David Battle, Mel Chafetz, Lynne Cigal, M.P. (Sam) Coatti, Claire Kawalec, Jason Lobo (after 8:30), Chris Rago, Bruce Rietberg, Robert W. White, Joyce Wilson, Ruth Zimmerman

Also Present: Library Director Jim McShane; Assistant Director Kim Lord (after 8:30)

I-A Welcome to new members

On behalf of the Commission, Ruth Zimmerman welcomed new members David Battle, Lynne Cigal, and Chris Rago.

II Public Participation None

III Minutes

The February 10, 2009, Commission minutes were reviewed for approval and amended to change the name Caroline Kawalec to Claire Kawalec in section IV. In addition, the first sentence in section V was amended to read as follows: Jim McShane announced a grant received from the Hartford Foundation for Public Giving from the Charles H. Bissell Fund for \$4,400 for a one-year trial of the EBSCO Do It Yourself Reference Center. Further, under Policy in section VI, "Bob" should be moved to the right column to complete the name "Bob White." Last, a change was made in Section VIII stating that Lynne Cigal would be asked to chair the Community Relations Committee. The motion made by Bob White, seconded by Bruce Rietberg, to approve these changes, carried unanimously.

IV Communications Received

A letter was received from Bill Hawkins, the town planner, about adopting a Plan of Conservation and Development (POCD) to comply with Connecticut General Statutes (CSG) §8-23.

V Report of the Director

- The library staff held a productive in-service day on February 18.
- Director McShane, Ruth Zimmerman, Bob White – and possibly others – will attend a Budget Meeting on March 16 at the Police Station.
- TRC submitted a report on the recent air quality test it conducted at the KML. The report concluded that the air quality met government standards.
- The Director brought the new Kindle 2 reading machine to the meeting for Commission members to investigate and try out.

- Following up on the reception of an application to reserve space at the 2009 Suffield on the Green, the Director queried Commission members as to the size of the booth it would like to reserve and to the purpose it wants the display to accomplish. Mike Alexopoulos will meet with the Director to discuss these and related topics prior to the next meeting.
- Following up on the Director's communication at last month's meeting regarding the need for new chairs in the Library, he passed around pictures displaying possible replacement chairs.
- The Klezmer Band will perform a concert at the Library on March 18 at 2 P.M. The Friends of KML will conduct their annual meeting before the concert.

Ruth Zimmerman praised the Director and his staff for effectively communicating Library news to the public. Mike Alexopoulos praised the wonderful articles Jim McShane writes each month in the Suffield Observer.

VI Standing Committees

Building and Grounds

Mike Alexopoulos noted the recent air quality report received from TRC.

Finance

Mike Alexopoulos reported the departure of the Library's investment liaison at UBS and noted the need for further discussion in the future to determine whether or not the Commission wanted to continue to retain UBS or to hire a new investment company.

Personnel

Mel Chafetz reported that he had completed the Director's yearly evaluation.

Special Committee Fundraising: 2009 "Annual" Fundraiser

Sam Coatti reported the completion of an annual appeal letter. Discussion ensued concerning the timing and practicality of such a communication to the general public. Ms. Coatti made a motion, seconded by David Battle, to delay the annual appeal letter until next spring. The motion failed unanimously. Mike Alexopoulos, David Battle, and Ruth Zimmerman will meet with Sam Coatti to determine when to mail the appeal letters.

VII Unfinished Business

Membership of Committees

- David Battle and Chris Rago will join the Community Relations Committee. As noted above, Mike Alexopoulos will meet with Director McShane before April 14 to initiate plans for the Suffield on the Green. In addition, the entire Community Relations Committee will meet with Jim McShane at 7 P.M. on April 14 to discuss plans for that event.
- David Battle will join the Finance Committee.

Suffield Public Library Foundation

Ruth Zimmerman reported that the Suffield Public Library Foundation now has eleven Directors (Mel Chafetz, Chris Childs, John Garber, Sydney Gozzi, John Kearney, Lauren Life, Sue Ann Nealon, Joe Sangiovanni, Nancy Viggiano, Allan Wilson and Ruth Zimmermann) plus Jim McShane as a non-voting Director.

Mel Chafetz presented the following resolutions:

WHEREAS:

1. Formation of the Suffield Public Library Foundation, Inc. (the "Foundation") has been accomplished by three individuals: Ruth Zimmerman, Mel Chafetz and Allan Wilson – not by the Suffield Library Commission.
2. The November 11, 2008, minutes indicate that a motion was made and carried (for the Commission) "to create a foundation and use available funds to seek and hire a person to assist in the process."

Clarification: The individuals who researched the process later determined that creation of the foundation and the hiring of an attorney should be accomplished by individuals, not the Suffield Library Commission.

3. The December 9, 2008, minutes indicate that a motion was made and carried "to have Mr. Chafetz and Ms. Zimmerman designated as the 'committee of incorporators,' as described on the e-mailed 'Fact Sheet.' "

Clarification: Mr. Chafetz and Ms. Zimmerman subsequently determined that it is customary for the attorney to act as the "Incorporator." Therefore, Chafetz, Zimmerman and Wilson became the "Library Foundation Exploratory Committee" and, later, the initial officers of the Foundation.

4. The December 9, 2008, minutes indicate that the plan would be that the Library Commission would appoint the Foundation's original Board of Directors.

Clarification: Members of the first Foundation Board of Directors were recruited by Mel Chafetz, Ruth Zimmerman and Allan Wilson, with assistance from Bob White and Carol Martin, and appointed, at the direction of these individuals, by the "Incorporator."

5. The January 13, 2009, minutes indicate that a motion was made and carried "to hire Reid and Reige to establish the aforementioned foundation at a fee not to exceed \$10,000."

Clarification: Reid and Riege was retained by the Foundation's exploratory committee: Zimmerman, Chafetz and Wilson, not the Suffield Library Commission. Therefore it is not accurate to characterize the allocation of funds

to “hire” an attorney, but rather “to allocate the \$10,000 to the Foundation for the purpose of hiring an attorney.”

6. The Foundation will need funds for various organizational costs other than legal advice.

BE IT RESOLVED THAT:

1. The clarifications above be made part of the official Suffield Library Commission minutes, and
2. The January 13, 2009, resolution “to hire Reid and Reige to establish the aforementioned foundation at a fee not to exceed \$10,000” be rescinded and replaced by:

Allocation of \$10,000 to the Suffield Public Library Foundation, Inc., for the purpose of retaining Reid and Riege and for other organization costs, with the understanding that quarterly reports (June 30, September 30, December 31, March 31) itemizing the distribution of that money will be prepared for the Commission.

A motion made by Mel Chafetz, seconded by Bob White, to approve these two resolutions carried. Battle, Chafetz, Cigal, Coatti, Kawalec, Lobo, Rago, Rietberg, White and Wilson voted in favor; Alexopoulos voted against.

Mel Chafetz made a motion, seconded by Sam Coatti, to add an additional \$200 to the funds given to the Suffield Public Library Foundation. The motion was defeated. Four voted in favor (Battle, Chafetz, Rago, and Rietberg), and seven were opposed (Alexopoulos, Cigal, Coatti, Kawalec, Lobo, White, and Wilson).

VIII New Business

Strategic Planning

Ruth Zimmerman recommended that the commission consider creating a strategic plan for the library with the aid of a consultant. She noted that Bob Warren has offered to make a presentation later in the spring on how he could facilitate such an effort. Jim McShane will find information (including costs) on firms that offer strategic planning specific to libraries.

IX Adjournment

Sam Coatti made the motion, seconded by Mike Alexopoulos, to adjourn at 9:49 p.m.

Respectfully submitted,
Joyce M. Wilson
Secretary of the Commission
March 12, 2009