

**Minutes of Meeting
Kent Memorial Library Commission
April 14, 2009**

Ruth Zimmerman called the meeting to order at 7:30.

I Roll Call

Present: Michael Alexopoulos, David Battle, Mel Chafetz, Claire Kawalec, Jason Lobo, Bruce Reitberg, Robert W. White, Joyce Wilson, and Ruth Zimmerman.

Absent: Lynne Cigal, M.P. Coatti, and Chris Rago.

Also Present: Library Director Jim McShane, Assistant Director Kim Lord (after 8:35).

II Public Participation None

III Minutes

The last paragraph of Section VII in the March 10, 2009 minutes was amended to state, "...to add an additional \$2,000 to the funds...". Bob White made a motion, seconded by Bruce Reitberg, to approve the minutes as corrected. The motion passed.

IV Communication

Sue Mack, the reference librarian and director of the inter-library loan program who is currently out on sick leave, sent a note to the KMLC members thanking them for their gift of a fruit basket.

V Director's Report

- The Director, along with Ruth Zimmerman and Mel Chafetz, met with the Board of Finance to discuss the Library's needs and its payroll.
- The Library will host a job help van from the Department of Labor on June 22.
- The Friends held their annual meeting on March 18 after which they enjoyed a repast supplied by Webster Bank and a klezmer music program.
- Plans are progressing for the Library's booth for Suffield-on-the-Green.
- The Director will meet with a representative of Agati Furniture on April 20 to view and talk about replacement chairs for the Local History Room.
- The Director is the guest editor of the *The Suffield Observer* for May.
- April 14 is National Library Workers Day.

VI Standing Committees

Building and Grounds

Ruth Zimmerman, Mel Chafetz and Jim McShane met with ACCE Chairman Tom Frenaye, First Selectman Scott Lingenfelter, Public Works Director Jack Muska, Building Inspector Ted Flanders, and Facilities Manager John Cloonan on April 3, 2009 at Town Hall to refine the list of library projects to be included in the Public Works ACCE request. After lengthy discussion, the group agreed to recommend that the Board of Finance allocate \$50,000 in capital expenditures for the library in the next fiscal year for the

following purposes: 1) replacing the outside oil tank (≈\$10,000); 2) contracting an architect to prepare a conceptual design and recommendations for fixing the ADA problems – with schematics that also include encouraged electrical system upgrades (≈\$20,000); and 3) upgrading the existing electrical panels (≈\$20,000).

Community Relations Mike Alexopoulos is meeting with the library staff next week.

Finance

The Finance Committee met with Tom Burton for an overview and discussion of the past investment policy and practices. At a later meeting, the Finance Committee interviewed two investment advisor/management service companies. The committee is planning to meet with at least two additional firms and then report back (on May 12th) to the full commission with a recommendation for future investment services.

David Battle made the motion, seconded by Mel Chafetz, that, in accordance with its established Investment Policy, the Kent Memorial Library Commission (KMLC) assigns Michael Alexopoulos to serve as “authorized representative” with UBS Financial Services Inc; and further authorizes that all applicable documentation to effect this appointment be executed on behalf of the KMLC. The motion passed with Claire Kawalec, Bruce Reitberg, Mel Chafetz, Robert White, Joyce Wilson, and Jason Lobo voting in favor. David Battle and Michael Alexopoulos abstained.

Personnel Sue Mack is on medical leave and will be off for another 6-8 weeks. She plans to return in June.

Special Committee Fundraising: 2009 “Annual” Fundraiser

Ruth Zimmerman and M.P. Coatti met with two different printing establishments and decided on Millennium for its fundraising letter. Bob White made the motion, seconded by Bruce Reitberg, to spend an amount, not to exceed \$3000, for the printing and mailing of the fundraising letters. The motion passed unanimously.

VII Unfinished Business Strategic Planning

Upon learning that Bob Warren is currently too busy to help the Library commission in this effort, Jim McShane is looking into companies that help library commissions organize their strategic plans.

VIII New Business

Ruth Zimmerman reported that the Suffield Library Foundation held its first meeting on March 26, during which its attorney described the process of attaining a tax-exempt status, and Bob White gave a history of the Library. The Foundation will conduct its second meeting on April 30.

IX Adjournment

Mel Chafetz made the motion, seconded by Mike Alexopoulos, to adjourn at 9:36 P.M.