

Minutes of Meeting
Kent Memorial Library Commission
May 12, 2009

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

I Roll Call

Present: Michael Alexopoulos, David Battle, Mel Chafetz, M.P. Coatti, Claire Kawalec, Chris Rago, Bruce Rietberg, Robert White, Joyce Wilson, and Ruth Zimmerman.

Absent: Lynne Cigal and Jason Lobo.

Also Present: Library Director Jim McShane and Selectwoman Victoria Spellman.

II Public Participation None

III Minutes

Bob White made the motion, seconded by M.P. Coatti, to correct the spelling of Bruce Rietberg's name in the Sections I and III, to delete the word 'encouraged' in item 2 of Building and Grounds, and to add a third paragraph in Section VI under Finance stating David Battle will be an ex-officio, non-voting member of the Finance Committee. The motion passed.

IV Communication

Ruth received outlines from Bob Warren and R. Bryan Associates describing the organizational principles involved in a strategic planning exercise. Following up on information Ms. Zimmerman received about a strategic planning course being offered on June 4, she asked if anyone on the Commission would be interested in attending said conference.

V Director's Report

- The budget hearing held on April 29 went smoothly.
- Jim McShane attended the Connecticut Library Association's annual conference in New Haven on April 30 and May 1.
- The Director reported that members of the library staff had formed a team to participate in the Relay for Life and inquired about the possibility of raising money in the library to support their efforts. Following a discussion, David Battle made the motion, seconded by Bob White, that in lieu of participation, the staff be allowed to post information in the Library stating that the staff had formed a team for Relay for Life and refer patrons to the Library's Website for additional information. With the exception of Mel Chafetz who abstained, all Commission members voted in favor of this motion.
- Suffield on the Green discussions have advanced and now include, in addition to a two-table booth, plans for banners, performers, giveaways and free water. Mel Chafetz made the motion, seconded by Claire Kawalec, that the Board not spend more than \$2,000 for Suffield on the Green expenses. The motion passed.
- The Commission members viewed two additional samples of replacement chairs for the Local History Room.

VI Standing Committees

Building and Grounds

Ruth reported that the \$50,000 the Public Works ACCE requested for Library improvements would probably not cover the cost of the three items outlined in the April 14 minutes: replacing the oil tank, hiring an architect for the purpose of addressing ADA and electrical system problems, and upgrading the electrical panels. Ruth surmised that the oil tank replacement would occur first, and that the cost of upgrading the two electrical panels would probably exceed the original \$20,000 estimate.

Community Relations

Referencing the Director's remarks in Section V, Mike Alexopoulos reported that Suffield on the Green plans advance.

Finance

Mike Alexopoulos reported that the Finance Committee met several times during the last month to gather information and interview investment advisers. Although UBS continues to manage the Library's investment funds, the Committee hopes to have a recommendation by next month's meeting about investment policy and an investment advisory service.

After Ruth Zimmerman recused herself from the following inquiry regarding a donor's request that a contribution made previously to the Library's Capital Endowment account be transferred to the Suffield Library Foundation's account, Bob White supervised the subsequent discussion, adding that no precedent existed to cover such a request. After a lengthy discussion, M.P. Coatti made the motion, seconded by Chris Rago, that the Finance Committee discuss this transfer and be allocated up to \$3,000 to seek legal help in determining a valid response. The motion passed with Joyce Wilson voting against and Michael Alexopoulos abstaining.

Special Committee 2009 Annual Fundraiser

Ruth Zimmerman and M.P. Coatti reported the mailing of the annual appeal letters on May 1. \$5,000 in gifts has been received to date.

VII Unfinished Business Strategic Planning

Ruth Zimmerman presented strategic planning overviews by Bob Warren and R. Bryan Associates, outlining why and how such an exercise benefits an organization. A lengthy discussion followed.

VIII New Business

Given the time, Commission members voted to postpone discussing this topic until next month's meeting.

IX Adjournment

M.P. Coatti made the motion, seconded by Bob White, to adjourn at 10:12 P.M.

