

Minutes of the Meeting
Kent Memorial Library Commission

March 10, 2015

Bob Brooks called the meeting to order at 7:00 PM.

I. Roll Call of Members

Present: Mike Alexopoulos	Robert "Bob" Brooks
Sam Coatti	Benito "JoJo" Cuevo
Joe Grimard	Kathie Harrington
Claire Kawalec	Chris Rago
Bruce Rietberg	Robert "Bob" White
Jackie Hemond – Library Director	

II. Public Participation None

III. Minutes

Bob White advised typo in IX (b) where “. . . by6 . . .” should be “. . . by . . .”. Motion to approve Minutes of February 10, 2015 with above change made by Bruce Rietberg. Seconded by Joe Grimard. Passed unanimously.

IV. Communications Received

Jackie received a thank you note for the Winter Reading Program from a participant.

V. Report of the Director

- Movies are usually a full house, as only 12 chairs available – preregistration required.
- Jackie to change fines on late DVD's to implement a cap of max \$4 and likely reduce fine from \$1 per day to \$ 0.50 per day.
- The Historical Room records were all packed by knowledgeable volunteer members and some staff, and have been shipped to storage – likely a savings of about \$3k from est. cost. In addition only 227 boxes rather than est. 436. In total, about \$5k reduction from estimate. Based on this, total cost to store until est. February 2016, is about \$4,975. Suffield Historical Society has offered to pay \$2,000 of this. Bruce Rietberg **made a motion** to have the Kent Memorial Library Commission pay up to \$3,000 of the fees to cover the remainder. Seconded by Joe Grimard. Unanimous approval.
- Jackie obtained an estimate to appraise the Hezekiah Spencer Sheldon collection (about 600 books) – very high. She will now also ask a local knowledgeable person.
- The Sidney Kent portrait photograph has sustained damage over the years. An estimate to repair was high, so we are investigating an alternative.
- There is no baby change table. We have obtained such and it will be assembled and placed in the restroom shortly.
- New shelving is required in the Historical Room when we move back in. One estimate is \$40-60k depending on size. Jackie is investigating other funding sources (e.g. grant, donation, etc.) which we think may be viable.

VI. Standing Committees Reports

Finance Committee – Claire Kawalec advised our brokers (Sky Group) are continuing to sell assets to build cash in preparation of construction needs.

VII. Special Committees Reports

Chris Rago requested we discuss Suffield on the Green for 2015 in our April meeting.

VIII. Unfinished Business

See the Director comments for the update on the Historical Room. Bob White mentioned that the fire suppression system for the room is planned to be a gas rather than any liquid. This is the ideal for the documents stored there.

IX. New and Miscellaneous Business

- (a) Charter Revision – some changes may affect the Director. The Personnel Committee will develop a Job Description and set preliminary goals prior to our April meeting.
- (b) CT Budgetary Issues – suggested budget reductions/eliminations to the Connecticut (inter-library borrowing) and to the CT Library Consortium (CLC) that provides much support and physical assistance will both have a significant impact on our library and others in CT.
- (c) Proposed amendments to Kent Memorial Library guidelines and policies – previous policies were reviewed by the staff and an attorney. Our present staff and the Director (Jackie) will review these now to recommend any updates and changes. Our Policy Committee will then review the proposals, and present a final proposal to the Board.
- (d) Other new or miscellaneous business - none

X. Adjournment

Bob Brooks adjourned the meeting at 8:17 PM.

The next meeting will be April 14, 2015.

Respectfully submitted,

Bruce Rietberg
Secretary
March 10, 2015

Future 2015 Meetings : April 14, May 12, June 9, September 8, October 13, and November 10 + Financial Meeting in December.