

**MINUTES OF MEETING**  
**KENT MEMORIAL LIBRARY COMMISSION**  
**SEPTEMBER 9, 2008**

**Roll Call**      Present: John Garber; Robert White; M.P. (Sam) Coatti; Mel Chafetz; Ruth Zimmerman; Thomas Burton; Joyce Wilson; and Michael Alexopoulos.

Absent: Caroline Martin; Jeanne Long; Howard Starr.

Also Present: Library Director James McShane.

**Public Participation**

There was no public participation.

**Communications**

Mr. McShane read a letter received from the Connecticut Historical Society thanking the library for publicly displaying a September 11 memorial banner. Mr. White reported on a letter from Town Hall, to the effect that meeting agendas are to be posted on the Town website, in addition to posting in Town Hall.

Mr. Chafetz moved to amend the agenda to add an executive session. The motion was seconded and unanimously allowed.

Mr. Burton made a motion to go into executive session to discuss a personnel matter. The motion was seconded and unanimously allowed.

The Commission began executive session at 7:55 P.M. Executive session ended at 8:24 P.M.

Mr. White reported that he received a letter of resignation from Tracy Eccles.

**Minutes of Meetings**

The minutes of the Commission's June 10, 2008 and August 5, 2008 were reviewed for approval. Mr. White noted a necessary amendment to the Public Participation section of the August 5 minutes. Mr. Burton moved to accept the minutes, as amended. The motion was seconded and unanimously allowed.

**Report of the Director**

Mr. McShane reviewed his written report of recent library activities.

He reported on recent Town Hall inspections of the library and an ADA report apparently being reviewed by Town Hall. He reported on various proposals to expand or modify space within the building and his exchanges with the Town building inspector, among others, on this topic. These proposals were discussed at length. The phone system status is unchanged. He proposed a regular public relations committee to inform the public about the various programs of the library. He discussed new items the library is investigating, including digital video and a local history program.

## **Standing Committees**

### **FINANCE**

Mr. Burton circulated and reviewed a summary of activity of the endowment investments.

### **HISTORICAL**

There was no report from the Historical Committee.

### **BUILDING AND GROUNDS**

There was no report from the Building and Grounds Committee.

### **POLICY**

As previously reported, Parks & Recreation (a Town Department) programs held at the library sometimes charge for its programs. Mr. Garber reported that Mr. McShane has drafted an appropriate exception to revise the existing policy, which will be circulated for approval at the next meeting.

### **COMMUNITY RELATIONS**

Mr. McShane and Mr. Garber reported on the library's booth at the recent Suffield on the Green. The consensus was that more planning should be done to ensure full staffing of the booth, and that a more compelling presentation should be made.

### **PERSONNEL**

There was no report from the Personnel Committee.

### **TECHNOLOGY COMMITTEE**

There was no report from the Technology Committee.

## **Working Committees**

### **FUNDRAISING:**

Mr. White discussed the need to prepare and send an annual fund drive mailing for donations to the library.

## **Unfinished Business**

The admission policy revision is discussed above under Policy.

## **New Business**

Mr. White reported on the Friends of the Library book sale held over the Suffield on the Green weekend. Mr. White started a discussion on the subject of what role, if any, the Commission should play in generating or reviewing candidates for the Commission.

Adjourned 9:55 P.M.

Respectfully Submitted,

John Garber  
Secretary of the Commission