

**Minutes of Meeting  
Kent Memorial Library Commission  
January 13, 2009**

Mr. White called the meeting to order at 7:31 P.M.

**Roll Call**

Present: Bob White, Ruth Zimmerman, M.P. Coatti, Mel Chafetz,  
Mike Alexopoulos, Joyce Wilson

Also Present: Library Director Jim McShane, Associate Director Kim Lord

**Election of Officers**

Bb White made a motion, seconded by M.P. Coatti, to accept the slate of officers presented by Ms. Zimmerman. A unanimous vote approved the following: President– Ruth Zimmerman; Vice-President –Bob White; Secretary –Joyce Wilson; and, Treasurer– Mike Alexopoulos.

**Public Participation** Bruce Rietberg

**Minutes of the November Meeting**

The minutes of the Commission’s November 11, 2008 meeting were reviewed for approval. The minutes were amended to indicate that Joyce Wilson was present at the meeting, and that, since Caroline Martin and Howard Starr had withdrawn from the Commission, that their absences should be deleted. Tom Burton was not present. In addition, the 4-3 in favor of starting a Suffield Public Library Foundation was amended by identifying those in favor (Chafetz, Coatti, Wilson, and Zimmerman) and those opposed (Alexopoulos, MacKinnon, and Long). Bob White’s motion to accept the corrected minutes, seconded by Mike Alexopoulos, carried.

**Communications Received**

- 12/11/08 Letter from Dan MacKinnon resigning as a Commission member.
- 12/26/08 Letter from Tom Burton resigning as a Commission member after 15 years.
- 1/12/09 Letter from Jeanne Long resigning as a Commission member and its secretary.
- 1/13/09 Resume from Bruce Rietberg as a prospective Commission member.

**Report of the Director**

Mr. McShane reviewed his Director’s report dated January 13, 2009, highlighting the painting recently completed in the library and the ACCE meeting the following day, and noting the air quality tests that would begin on January 14. Since the library’s computer system is slated for updating on February 18, making it impossible to check books out, the director requested that February 18 be an in-service training day, a time for the staff to learn to use the new system. Bob White made a motion, seconded by Mel Chafetz, that the library be closed on February 18 for the computer update and in-service staff training. The motion carried. Mr. McShane also discussed the library card project, the Association of Connecticut Library Boards, and computer management systems.

### **Standing Committees**

**Historical** Anne Borg submitted a summary of activities in the Historical room in 2008.

**Building and Grounds** Mike Alexopoulos noted the interior painting.

**Technology** Ruth Zimmerman noted the computer update occurring on 2/18/09.

**Special Committee** Following a discussion of fundraising, M.K. Coatti made a motion, seconded by Bob White, that the Commission initiate an annual giving program. The motion passed. Ms. Coatti will research this effort and report back to the Commission next month.

### **Unfinished Business**

Vacancies remain on the Library Commission. Bob White agreed to follow up with Scott Lingenfelter on two current candidates.

Ruth updated Commission members on the meetings she and Mel Chafetz had with Reid and Reige, Robinson and Cole, and Hartford Foundation for Public Giving about setting up a Suffield Public Library Foundation. Following discussion, Mel Chafetz presented a motion, seconded by M.P. Coatti, to hire Reid and Reige to establish the aforementioned foundation at a fee not to exceed \$10,000. The motion passed 4-1 with White, Chafetz, Coatti and Wilson voting in favor, and Alexopoulos voting against.

### **New Business**

The Committee of twelve that will oversee the Library Foundation now has eight members: Ruth Zimmerman and Mel Chavetz from the Commission, five from the general public, and John Garber from the Friends. Four openings remain.

In the future, Ruth Zimmerman will determine the agenda items for the Commission's meetings, and Jim McShane will distribute them.

### **Adjournment**

M.P. Coatti made the motion, seconded by Bob White, to adjourn at 9:59 P.M.

Respectfully submitted,  
Joyce M. Wilson  
Secretary of the Library Commission  
January 14, 2009