

**Russell Library Board of Trustees Meeting
December 13, 2011**

Present: Trustees Becker, Berlind, Sanders, Kamins, Pickert, Nelson, Zakarian, Markot, Greenberg

Absent: Trustees Farbman, Kabel, Russell and Buchanan

Also Present: Director Meyers; Assistant Director Juliano

- I. Call to Order: President Kamins called the meeting to order at 7:05 pm.
- II. Public Comments: There were no members of the public present. Director Meyers reported that Gail Thompson-Allen, Head of Audio/Visual Services who had been scheduled to speak to the Board, was unable to attend and that her presentation would be rescheduled.

Director Meyers also passed out “Frog” holiday cards from Howard Rulnick.

- III. Action Items:
- A. Minutes of the November 22, 2011. It was moved (Trustee Markot) and seconded (Trustee Pickert) to accept the minutes of the November 22, 2011 meeting as submitted. The Motion carried unanimously.
- B. Cash Flow Report: In the absence of Trustee Farbman, Director Meyers presented the Report. He indicated that the Library was essentially on track with the Budget. He also distributed a performance report for the Endowment Fund.

Assistant Director Juliano presented a brief explanation of the use of the word “encumbrances” on the City Budget.

- IV. Committee Reports
- A. Finance Committee. There was no Report
- B. Policy Committee. Chairman Markot reported on the work of the Committee with Assistant Director Juliano in preparing a policy to implement compliance with Public Act 11-52 of the Connecticut State Legislature requiring sick pay for part time employees. He presented the proposed policy to the Board with a recommendation that it be adopted. A Motion was made to adopt the policy (Trustee Berlind) and seconded (Trustee Pickert) and President Kamins opened the floor for discussion. A number of questions were asked by Board Members and responded to by Trustee Markot and Assistant Director Juliano.

The vote was unanimous to adopt the policy “Paid Sick Leave for Eligible Part-Time Employees” as presented.

- C. Strategic Planning Committee. Director Meyers reported that they were waiting for a response on two pending grant applications and that Cathy Ahern had identified a number of other possible sources for new grants which are being followed up upon.
- V. Director’s Report. Director Meyers, referring to the report which was distributed, highlighted a number of items including the Book Sale; an incident with the night custodian; the E-Reader Drop-In Day; updating of the Public Computer Reservation System; replacement of personal computers in the Children’s Room; and a visit from the Mayor.

Director Meyers then distributed a proposed “Russell Library Goals – 2012 and 2013” for discussion. The goals were discussed and after a Motion was made and seconded and a friendly amendment, Motion made (Trustee Berlind) and seconded (Trustee Greenburg) to add to the Finance Goals, an application to the Council for a bond issue for Capital Needs, the goals were unanimously adopted by the Board.

Director Meyers also distributed a “Russell Library Capital Needs FY 2013” listing for review by the Board. Upon a Motion (Trustee Berlind) and second (Trustee Markot) to adopt the Capital Needs Budget, President Kamins opened the floor for discussion. The Board discussed several items, most particularly by Trustee Nelson, requesting the prices for each item be confirmed before we went to the next step.

Director Meyers indicated that this Capital Needs Budget would be submitted to the City at the same time as the Operating Budget. The Motion passed unanimously and the Capital Needs Budget was adopted.

Director Meyers completed his report indicating that Christine Graves, a paid volunteer through the Maturity Works Program, has begun assisting in Job and Career Services and that Danny Richmond has returned to work.

- VI. Assistant Director’s Report: Assistant Director Juliano, referring to his report which was distributed, indicated that he spent a good amount of time on the Sick Leave Policy with the Policy Committee. He also indicated that the Library was reviewing its means of communicating with Public and Staff in the event of storm and power outages.
- VII. Old Business. There was no old business.

- VIII. New Business. Director Meyers informed the Board that he was reaching out to Mark Masselli, Director, Community Health Center and Margaret Flinter, Assistant Director, and thinking of scheduling a program at some time for her to speak.
- IX. Calendar: Director Meyers reviewed several calendar items.
- X. President's Report: President Kamins indicated that he had no report.
- XI. Adjournment: Upon a Motion made by (Trustee Sanders) and seconded by (Trustee Greenberg), and carried unanimously, the meeting was adjourned at 9:05 pm.

Respectfully submitted,

Andrew E. Becker
Secretary