

# TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

## AGENDA

### TRUMBULL LIBRARY

*Wednesday, September 12, 2012*

**7:00 p.m.**

Public Session

Correspondence

Approval of Minutes: 7/11//12

Director's Report – Susan J. Horton

Treasurer's Report – Antonio Petitti

#### Committees

Fairchild Branch – Mary Whatley

Parking Lot Improvements – Jim Cebulski

Policy Committee

Computer & Internet Policy – Final approval

Adult and Teen Technology Centers Etiquette Guidelines - review

Wireless Access (WiFi) Guidelines - review

Revisit Meeting Rooms Policies and Fees

#### Old Business

Friends of the Library – Recent newsletter

#### New Business

Building improvements

New England Library Association Conference Oct. 14-17 – Sturbridge, MA

ACLB Conference – Oct. 25<sup>th</sup> – University of Hartford

Adjournment

***\*If unable to attend this meeting, please call Sue @ 452-5129  
or email [shorton@trumbull-ct.gov](mailto:shorton@trumbull-ct.gov)***



Director's Report  
**Trumbull Library System Board of Trustees**  
Wednesday, September 12, 2012

**Ian McMillan**

Long time member and Chair of the Friends of the Library Group, Jean Rabinow's husband Ian McMillan passed away unexpectedly of a heart attack on September 1<sup>st</sup>. Ian was also an active member of the Friends of the Library in previous years. I have sent a monetary donation to Rotary International for the Eradicate Polio campaign under my membership account on behalf of the Library Board and Staff in Ian's memory.

**Business and Career Resource Center**

Started three years ago as a collaboration between the Library, Trumbull's previous Economic Development Director, Trumbull Chamber, BEI and Score, the physical presence in the Library continues to draw job seekers and small business owners under the leadership of Reference Librarian, Linda Panovich Sachs. As an effort to bring original members of the planning team up to speed as to current status of the Center as well as introduce Trumbull's new Economic Development Director, Ed Lavernoch to the Center, the group will meet on Tuesday, September 25<sup>th</sup> from 8-9am. Any interested Board member is welcome to attend.

**Building Improvements**

Louis and I met with Robert Pescetelli, Sales Representative for the Connecticut Department of Corrections regarding Correctional Enterprises which serves as a conduit for inmates to be productive as well as helping them learn new skills. The "company" makes high quality products which can be sold at a fair market value to state agencies, federal government, municipalities and qualified not-for-profit entities. Mr. Pescetelli submitted a bid on two potential projects which would improve the overall look of the Library building.

→ I wish to request funds from the Board to proceed with one project – SLAT WALLS for end panels of upper level fiction shelving. These slat walls (five) would allow for cleaner look and better displays. The cost is \$950.00

**Connecticut Classic Arts**

The first art display will be hung in the Community Room on Thursday, September 13<sup>th</sup> in advance of the Trumbull Arts Festival.

**Staff Development Day - October 29<sup>th</sup>**

Managers have been meeting frequently to frame out the Staff Development Day. Morning will be a speaker and discussion time on Dealing with Difficult People (customer service) and the afternoon will be in-house training and departmental meetings.

### **Universal Class Database**

As an ongoing effort to enhance online offerings to our Trumbull Residents we have added Universal Class which offers over 500 Online Continuing Education Courses. Trumbull residents interested in lifelong learning for either personal or professional reasons can access the database and sign up for classes using their Trumbull Library card barcode. Educators can receive CEU credits as well.

### **Youth Services Librarian**

Stalled. Town Personnel Director has called a meeting of the Civil Service Board (Sept. 12<sup>th</sup>) to set up guidelines to narrow the number of viable applications to interview.

### **UPCOMING CONFERENCES**

- **ACLB 2012 Trustee Conference** – Thursday, October 25, 2012  
The day-long conference will be held at the University of Harford Gray Conference Center. I am requesting that board members who are able attend and that the board pay for the registration fee of \$25.00 for attendees.
- New England Library Association Conference - \$500.00**  
Cost to attend: \$150.00 Hotel  
Registration \$185.00 (two days and Annual Banquet)  
Mileage \$.10000 (approximate)
- I am requesting the Board approve up to \$500.00 for my attendance at the 2012 New England Library Association Conference in Sturbridge, MA. Some of the topics to be covered which I think would be beneficial for me (and ultimately – us) to attend include:
- \*Moving Away from Dewey (classification reorganization to bookstore model)
  - \*Collaborating with Other Agencies (increase visibility of library in community)
  - \*Beyond the Book Sale: Friends (Panel includes Ridgefield Friends President who wrote *How Friends of Ridgefield Library Recreated Themselves.*)
  - \*Fruits of Our Labor: Managing Services and Space in an Era of Contracting Print Collections
  - \*ITS Spotlight: The Trouble with E-Books (*why it is so hard for libraries to break into publishers' world*)
  - \*A Strength-Based Approach to Strategic Planning with ALA President Maureen Sullivan
  - \*The Architecture of Board Building: A Plan for Design and Construction
  - \*Reshaping Reference
  - \*The Train Has Left the Station: Do You Have Your Ticket? (*how to respond to ever changing needs of community.*)

**Activities and meetings:**

- 7/16 Library Managers
- 7/23 Fairchild-Nichols Association meeting
- 7/26 Trumbull Chamber of Commerce Board meeting
- 7/30 Library Managers
- 8/1 Senator Musto's Senior Health Fair at Calvary Church
- 8/5 Efficiency Audit interview
- 8/11 One Book One Town meeting
- 8/16 Library Managers
- 8/21 Met with Sales Representative from CT Dept. of Corrections
- 8/23 Cable Advisory Meeting
- 8/24 Clothesline Project and Candlelight Vigil Planning Meeting
- 8/27 Library Managers
- 8/28 Fairchild Nichols children's staff meeting
- 8/29 One Book One Town Program planning meeting
- 9/10 Library Managers
- 9/10 Fairchild Association meeting
- 9/11 BEI Board meeting at Library
- 9/12 FLAG (Fairfield Libraries Administrators Group)
- 9/12 One Book One Town Program planning meeting

Respectfully submitted,

*Susan J. Horton, Director*

Trumbull Library System