

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

Trumbull Library

September 12, 2012

Members Present: Chairwoman Tara Liskov, Arthur Kukla, James Cebulski, Joan Hammill, Antonio Petitti, Laura Ponzio, Carol Porrata Elstein, Jeannine Stauder, Mary Whatley

Also Present: Susan J. Horton, Library Director

The meeting was called to order at 7pm by Chairwoman Liskov.

Public Session: Jean Rabinow of Friends of the Trumbull Library was present.

Ms. Rabinow expressed concern regarding the July minutes of the Library Board that stated the Friends of the Trumbull Library pledged \$11,000 to the library. The actual amount was \$16,300. This amount of \$16,300 is 80% of their gross income and the Friends will most likely have to dip into their savings for further operating expenses. Ms. Rabinow asked if the Board wants the Friends to continue to hold monthly book sales. The Board expressed agreement that they wanted to see the book sales continue. She stated that the requirement to leave the building when the cleaning crew leaves prohibits proper set-up for the book sale. There is also the matter of too few volunteers to do set-up and clean-up after book sales. Ms. Rabinow stated the number of students needing service hours has diminished and the members of the Friends are getting too old to handle lifting and hauling the books. Ms. Rabinow said the Friends may have to end book sales if the Library Board will not grant an exception to the policy that requires all members of the public to be out of the library when the cleaning crew leaves the building. She offered to have the Friends bonded to be able to be in the library after hours. Ms. Rabinow discussed other problems, including too little storage, which has led to decreased revenue from monthly sales, and lack of active member volunteers. She feels that over the years the Friends have built good will for the library in the community, including getting the Children's Room built by writing letters to the community and making phone calls. They would be happy to repeat this effort if the Library ever expands. Chairwoman Liskov asked if the Friends would be interested in providing support for other fund raising events that benefit the Library. Ms. Rabinow declined that suggestion and felt she spoke for the full membership of the Friends.

Correspondence: IMPACT Group of Trumbull would like to be able to rent the community room at the cost of non-profit organizations. Since the group fits that category, Ms. Elstein made the motion to allow that action and Ms. Ponzio seconded. Motion passed.

Minutes: The minutes published from the July meeting were the draft minutes and inadvertently published as the official version. Mary Whatley was listed as both present and absent from that meeting. She was absent from the meeting. Mr. Kukla made a motion to accept the minutes of the July meeting as corrected, and Mr. Cebulski seconded. The motion passed with one abstention.

Director's Report: Ms Horton reported the open position for Youth Services Librarian was stalled but expected to have some resolution this week. Ms. Horton met with an official from the Department of Corrections who proposed that his inmates build slat walls for book displays. These inmates have done similar projects for other libraries with success. The cost would be \$950.00 and the project finish time would be two months. Ms. Whatley made a motion to go ahead with the project and Ms. Ponzio seconded. Motion passed. Staff Development day is October 29th and the staff will attend three out of the five workshops offered. Ms. Horton asked approval to have funds for lunch for the staff brought in to the library. Ms. Stauder made a motion to allow Ms. Horton to spend up to \$400 for that staff lunch during the development day. Mr. Cebulski seconded the motion, and it passed. Ms. Horton also asked for \$500 for her to attend the New England Library Association Conference October 14th to 16th. Ms. Ponzio made the motion to spend \$500.00 for Ms. Horton to attend, and Mr. Cebulski seconded. The motion passed. Ms. Horton reported a library patron reported a concern to her about how meeting rooms are allocated. She was seeking space for tutoring and was turned away from a vacant Merwin Room by library staff. The complaint was investigated and resolved, after she and Ms. Liskov met with the patron.

Treasurer's Report: Mr. Petitti reported that the expenses are within budget but questioned the Connecti Card fee. Ms. Horton said this is the month that the beginning expense occurs. He also asked who Amanda Cook was, as \$300.00 had been used for her. Ms. Horton explained she held children's programs that were well attended. Most programs for the children and teens increased during the summer. The programming is heavily funded through the Mallett fund. Ms. Horton stated that the private funds are 40% of the ones used for programs, the rest from the town. Since Ms. Cignoli is responsible for scheduling the programs for the Library, Mr. Kukla suggested she attend the next Board meeting to explain the breakdown in programs and funding. Mr. Kukla commented on the constant increase in circulation, especially of the spoken word. Mr. Sheehy provided a comprehensive rundown of circulation numbers in a year-to-year report.

Fairchild-Nichols Branch: Ms Whatley reported the Fairchild Board is discussing the possibility of hiring a part-time librarian paid for out of Fairchild funds. The position would have a one year contract. Mr. Kukla questioned the oversight on this action as the Library Board had problems in the past. He also stated that the director, Ms. Horton should have input about the person hired. Ms. Whatley agreed. The Fairchild Board purchased fifty new blue chairs to replace old ones.

Parking Lot: Mr. Cebulski noted that the parking lot has “Do Not Enter” signs on the Town Hall side but lacks a “One Way” sign on the other end of the parking lot. The curb cut has not been accomplished either, although two new Handicap spaces are available. He does not know the time frame of completion of the project.

Policy Committee: Ms. Horton distributed the notebooks with the new policies in them. It was suggested the vote to accept the new policies be tabled until the next meeting so that the Board could look over the policies for any mistakes or questions. Another policy was discovered in the archives by Ms. Horton and the Policy Committee will meet and review/revise that one.

Old Business: The mailing from the Friends of the Library regarding the reduction in the number of book sales was discussed. Ms. Rabinow's presentation was briefly reviewed and no action was taken.

New Business: It was decided to defer the Scholarship question until the October meeting.
Mr. Kukla distributed copies of Long Range Planning from three area libraries for study by the Board.

Adjournment: Ms Elstein made a motion to adjourn, Mr. Cebulski seconded. Motion passed. Meeting adjourned at 9:15 PM.

Respectfully submitted,

Jeannine C. Stauder
Vice Chair

Approved; pending final approval of the full Board of Trustees
Tara Liskov, Chairman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, October 10th at 7pm.