

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

Trumbull Library

November 14, 2012

Members Present: Chairwoman Tara P. Liskov, James Cebulski, Carol Porrata Elstein, Joan Hammill, Anthony Petitti, Laura Ponzio, Jeannine C. Stauder, Mary Whatley

Members Absent: Arthur Kukla

Also Present: Susan J. Horton, Library Director, Joanne Orenstein, Clerk, Timothy M. Herbst, First Selectman, John Ponzio, Town Treasurer

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

Correspondence:

Chairman Liskov read a letter from the Mallett Charitable Trust indicating the \$7,000.00 donation to the Library from the Trust.

Ms. Liskov received an e-mail from Jenn Record of IMPACT; discussion was tabled to later under "Old Business".

Minutes: Ms. Ponzio noted that in the Director's Report paragraph her group was named incorrectly, and should be the Trumbull Community Women's Club. Ms. Stauder noted under New Business it should read Mr. Cebulski. Mr. Cebulski made a motion to accept the Minutes as corrected, Ms. Whatley seconded. **VOTE:** Motion passed with 5 yeases and 3 abstentions.

Staff Report: Nicole Cignoli reported about programming. She said each month she tried to have a program about a book, and a performing artist and something else. There is Late Lunch Lit, 1pm on Thursdays, with local Connecticut authors. The Library has a policy of never competing with other Town Department's programs.

Director's Report: Ms Horton reported due to Hurricane Sandy the Library was closed until the Friday following the storm, and then it was mobbed. Lots of people came to use Wi-Fi. The Staff Development day was rescheduled to December 3rd. The first round of interviews for the Youth Librarian is done, apparently with some great choices. The Library Board Conference was extremely good. Ms. Horton requested the Board write a letter of recognition to retiring staff member Helen Steinnagel. The Board will do so closer to her retirement date.

Treasurer's Report: Mr. Petitti reported the budget was moving at the expected pace, and the funds were normal.

Fairchild-Nichols Branch: Ms Whatley reported they are looking at resumes for the P/T Librarian. They are hoping the Librarian can start the first week in January, 2013. They have eight applications now, and on paper, four or five look promising. The review committee is composed of three or four Fairchild Association members, Ms. Horton, Mr. Sheehy, and Daryl from the Branch. The Branch is excited and looking forward to someone being in charge. The Association is putting together a priority plan. The person will be trained at the Main Library and be part of the Library System's Management. It was Ms. Whatley's last meeting: her term will expire in December and she is not re-enlisting! Nancy Rupp will be replacing her on the Board. Mary is retaining her position on the Fairchild-Nichols Board of Trustees. The purchase of the Maker Bot is looking good. The price is about \$1400; the material comes in spools of recycled plastic and is under \$20. There will be a nominal charge for its use to cover costs.

Policy Committee: There was discussion about the Mission Statement as well as the Room Usage Policy. Mr. Ponzio stressed the Library and Board needed to be very careful about allowing people to come into the Library to make a profit, i.e. paid tutors.

Mr. Herbst apologized for interrupting, but had questions about the Friends: How long have they been in existence, who does their newsletter go to, who pays for it, where do they print it? They have been in existence since the 1960s or 70s; they are a 501(c) 3 organization and can use their funds as they choose, though their mission statement states they collect funds exclusively for the Trumbull Library System. They print and distribute their newsletter to their dues paying members, and it is mailed about every other month. Mr. Herbst said every outside organization (for example, sports teams) using Trumbull facilities is required to submit a detailed financial statement, 501(c)3 status, and open their books for annual audit. The Friends must follow the same standard. Ms. Porrata Elstein made a motion to go into Executive Session to discuss financial issues. The Library Director, First Selectman and Town Treasurer were asked to attend. Mr. Cebulski seconded. VOTE: All in favor at 8:08pm. A motion to move out of Executive Session was made at 8:20pm by Ms. Porrata Elstein and seconded by Ms. Ponzio, VOTE: All in favor.

Mr. Herbst and Mr. Ponzio left at 8:25pm, but Mr. Ponzio reminded the Board as he left that it would be a tight Budget year and all departments will be asked for status quo budgets.

Ms. Porrata Elstein will write another mission statement that combines the two that were reviewed for this meeting. She will e-mail it to Ms. Stauder for review and adoption in December. The Policy Committee will also compose a policy (or add to an existing policy) on profit-making meetings held in the library.

New Business: Ms. Horton said she attended a workshop about the Future of Libraries by State Librarian, Kenneth Wiggin at the Conference, and it was excellent. Mr. Wiggin stressed that the libraries of the future need to be involved in the life of the community. One example of how the Trumbull Library is working with community leaders is the Business and Career Resource Center. Tomorrow there is a meeting to see how the

Library can collaborate more effectively with the Business Community. Ms. Whatley went to a session on Friends and Library Boards. People from both Friends groups and libraries were present. Ms. Whatley distributed a rubric of what all the various groups should do for fundraising. Ms. Horton met with the President of the Friends of the Ridgefield Library, and she felt it would be great for the Board to meet with her in Trumbull to share some of her ideas.

Holiday Party: Ms. Porrata Elstein suggested having a New Year's Party, January 6th. After discussion, Ms. Porrata Elstein made a motion to have a post-Holiday party Sunday morning January 6th, for the Staff, with a budget of \$800. Ms. Stauder seconded. VOTE: All in favor.

Old Business: IMPACT would like to use the Library on Sunday June 2nd, for an indoor Mini Golf tournament. The Library's custodian will not be available, nor will Ms. Horton. Ms. Horton will canvass the Staff to find someone to be present. IMPACT will need to pay their salary for the day, which will be about \$160 -\$200. Ms. Liskov will report back to IMPACT and a final decision will be made by the Board in December.

Adjournment: Mr. Petitti made a motion to adjourn, Ms. Ponzio seconded. Motion passed. Meeting adjourned at 9:22PM.

Respectfully submitted,

Joanne Glasser Orenstein
Clerk

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, December 12th at 7pm.