

**TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES**

Trumbull Library

January 9, 2013

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Members Present: Chairwoman Tara Liskov, James Cebulski, Joan Hammill, Anthony Petitti, Laura Ponzio, Carol Porrata-Elstein, Jeannine Stauder

Members Absent: Arthur A. Kukla

Also Present: Louis Sheehy, Assistant Library Director, Joanne Orenstein, Clerk

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

Correspondence: None. Ms. Liskov noted a note was sent from the Board to Helen Steinnagel upon her retirement.

Minutes: Ms. Stauder made a motion to accept the minutes of December 2012 as presented. Ms. Ponzio seconded. VOTE: Ms. Porrata-Elstein abstained, all others in favor.

Director's Report: Mr. Sheehy reported he and Ms. Horton will present the Budget to the First Selectman on Wednesday January 16<sup>th</sup>. Book donations made to the bin outside the Library do not go to the Library, that is part of the Town's recycling program. The funds raised from the donations there go to the Town's General Fund. They have put on a sign on the bin informing the public as such, encouraging donations to be taken into the Library. Donations of books have been down; the hope is the sign will cause an upturn. Ms. Porrata-Elstein said her husband could construct a nice bin for donations.

They have interviewed 6 candidates for the open position at the Fairchild Branch; they will meet with the two finalists next week.

One Book/One Town will be announced toward the end of January. The 3D printer was purchased. Ping-Town, a mobile application available to notify Trumbull Residents about emergencies or very special events at the Library was started in December.

Sandy Miller was promoted to the position of Youth Librarian, from Circulation/Technical Services Clerk. Helen Steinnagel's retirement was effective as of January 3<sup>rd</sup>. The two open positions have temporarily been filled by increasing part-time hours, and temporarily changing a part-time employee to full time hours.

Treasurer's Report: Mr. Petitti reported 50% of the yearly budget has been spent, which is on target for the half-year mark. In calculating the budget, the Town miscalculated the

longevity and that money will be returned to the Town. They are waiting to hear from Purchasing for some recent requests.

Fairchild-Nichols Branch: Mr. Cebulski reported the 3D printer was ordered. New Fairchild representative Nancy Rupp will attend the February Board meeting.

Policy Committee: Ms. Stauder read the proposed rewording of the Mission Statement. It will be on the homepage of the Website and on the Front Page of the Trustees Manual. Some discussion on wording ensued, it was suggested to read: “.. provided equitably” instead of: “..on an equitable basis”. Ms. Porrata-Elstein made a motion to approve the new Mission Statement as amended. Mr. Petitti seconded. VOTE: All in favor.

The rewording of the Meeting Room Policy was reviewed. Creation of a Board e-mail contact is still in the works.

Old Business:

Budget: Mr. Sheehy distributed a memo from Maria Pires, Finance Director. Mr. Herbst has requested a 3% budget cut across all departments. Mr. Sheehy asked the Board how they wanted to proceed with the Library Budget request in light of the memo. The Board agreed to cut the budget by as close to 3% as possible, and to eliminate the capital request for Self-check, book bins and new chairs, but to make it known that these items are needed, and deleted at this time from the budget request.

New Business: Friends: Mr. Sheehy reported that the Friends had informed Ms. Horton that they would be giving \$20,000 to the Trumbull Library in 2013; \$12,000 for collections, \$3000 for One Book/One Town, \$3,000 for the Children’s Summer Reading Program, and \$2,000 for e-books. The Friends contributed \$13,000 in 2012, \$12,500 for collections and e-books, and \$3,800 for One Book/One Town.

Nominating Committee: Mr. Petitti stated the recommended slate of Officers is as follows, maintaining the status quo:

Tara Liskov, Chair

Jeannine Stauder, Vice Chair

Anthony Petitti, Treasurer

Ms. Hammill made a motion to accept the recommended slate, Mr. Cebulski seconded.

VOTE: All in favor.

Adjournment: Mr. Petitti made a motion to adjourn, Mr. Cebulski seconded. Motion passed. Meeting adjourned at 8:20pm.

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,  
February 13<sup>th</sup> at 7pm.