

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

November 13, 2013

Members Present: Chairwoman Tara Liskov, James J. Cebulski, Joan Hammill, Jeannine C. Stauder, Arthur A. Kukla, Antonio Petitti, Nancy Rupp, and Laura Ponzio

Members Not Present: Carol Porrata-Elstein

Also Present: Sue Horton, Library Director, Louis Sheehy, Assistant Library Director, and Mr. Bernard Klem

The meeting was called to order at 7:00 p.m. by Chairwoman Tara Liskov.

Mr. Bernard Klem expressed his appreciation to the Board for their recent gift of food items. It was donated to someone in need in Fairfield County.

Mr. Klem also addressed the Board regarding a possible proposal for a new Library. He sent a memorandum to First Selectman Tim Herbst, and will be meeting with him to discuss this next week. He will be contacting all Board members with his proposal. Mr. Kukla noted that the Board has had an ongoing interest in expanding the Library, and the Board should be notified of any proposals regarding a new Library. Ms. Horton noted that a firm proposal has not yet been created, and she thanked Mr. Klem for being at the meeting.

Correspondence: Chairwoman Tara Liskov read an email from Board member Carol Porrata-Elstein, regarding Board updates. Ms. Porrata-Elstein mentioned in the email that the Library basket has been taken care of, and she also provided an update on the handicap parking spaces and signs outside the Library.

Approval of Minutes: Motion made by Laura Ponzio and seconded by James Cebulski to approve the minutes of October 9, 2013. Vote was unanimous. Motion carried.

Director's Report: Library Director Sue Horton discussed the Edge Initiative, funded by the Bill and Melinda Gates Foundation. Edge is a management and leadership tool, created to help increase the growth and development of public technology services within libraries. She also discussed a possible technology plan for the Library. All Board members received a handout explaining the benefits of the Edge Initiative.

Ms. Horton also discussed the recent Association of Connecticut Library Boards Conference that was held on Friday, October 25, 2013, in West Hartford. She

attended this conference along with George Christian, Bernard Klem, Nancy Rupp, Jeannine Stauder, and Mary Whatley. Together they covered three informative workshops including The Edge, Library Board Basics Plus, and Security in Your Library.

Ms. Horton also mentioned the Creators' Corner, noting that a \$500.00 grant was received from the Trumbull Rotary to purchase the new EV3 Mindstorms Lego set (Robotics) to add to the Corner's offerings. She also noted that interest in the 3D Printer is still strong.

Ms. Horton discussed the redesign of Library space, adding that the moving of the magazine shelving will be postponed until January, as Town Facilities will be busy with leaf pickup during November and December.

Ms. Horton discussed recent staffing issues in the Library. She will be meeting with Tim Herbst this week to discuss these issues.

Webpage redesign was also discussed. Managers are meeting regularly to develop a new format for the webpage. Mr. Kukla noted that there are several problems with the current website. A plan for updating the site is currently being developed.

Ms. Horton also mentioned the success of the computer classes currently being taught at Stern Village.

Treasurer's Report: Mr. Petitti stated that there was nothing outstanding this month. He discussed the expenditures regarding the shelving in the Library, and noted that there was a purchase of a new digital camera. He also discussed the success of the recent book sales at the Library. Ms. Rupp noted the expenditures for yearly equipment and refuse removal.

Chairwoman Liskov mentioned filling the position of Board Treasurer. The Board discussed this position, and it was agreed that a Treasurer will be assigned.

Fairchild Branch: Ms. Rupp noted that there was a short meeting held, and everything went well. There was nothing further to report. Ms. Horton mentioned that there are a lot of successful programs currently ongoing. She also noted that two new children's workers were recently hired.

Old Business: Chairwoman Liskov discussed the email received from Ms. Porrata-Elstein. Ms. Porrata-Elstein has followed up with the Town regarding the parking outside the Library. The handicap signage in the parking lot is expected to be removed by the end of the month. Additional signage was also discussed. For now, nothing further will be done with the signage.

The ACLB Conference held on October 25, 2013 was discussed. The security workshop, held by Detective Sargent Michael Bryant was discussed. Ms. Stauder

attended this session, noting that it was particularly informative. It provided a wealth of helpful information involving emergency scenarios, suspicious packages, problematic patrons, child safety computer software, and computer monitoring. Video cameras and panic buttons were also discussed.

Ms. Rupp attended the session on Library Board Basics Plus, noting that there was a lot of helpful information for new Trustees, and that it was also very informative. Mr. Cebulski added that the ACLB Conferences are always worthwhile, and a lot of positive feedback is provided to the Board following these workshops.

New Business: Chairwoman Liskov mentioned the October 30th article that appeared in the CT Post. It described an interview with First Selectman Tim Herbst, who stated that the Library is a “true community center”, providing learning and culture to all who visit.

The budget for 2014-2015 was discussed. The current budget proposal was provided to all Board members. Mr. Sheehy explained the current budget proposal to the Board, and discussed budget cuts, utility costs, and restorations that are to be done. He noted that online products have been increasing 3-5% each year.

Capital and line items were also discussed, as well as maintenance contracts. Mr. Sheehy mentioned that the boiler in the Library was recently replaced, however the air conditioning is not working properly. The air handling portion of the air conditioning unit has not functioned properly for several years. The humidity is destroying books in the Library, and mold could potentially become a problem if this is not corrected. A UI grant will be looked into. The Board thanked Mr. Sheehy for attending the meeting.

The Board Retreat was also discussed. Ms. Horton will be taking suggestions for possible speakers and other people needed to make the Retreat a success. Mr. Cebulski and Ms. Stauder will plan to create an agenda for the Board Retreat.

Chairwoman Liskov discussed the election next month, and the need for a slate of officers and a nominating committee. Mr. Petitti, Ms. Rupp, and Ms. Ponzio will comprise the nominating committee. The rules and terms served were also discussed.

The upcoming staff holiday party was discussed. Ideas for food and a location for the party were also discussed.

Motion made by Arthur Kukla and seconded by Jeannine Stauder to approve the expenditure of \$750.00 for a staff holiday party, with the Board being free to attend if they choose. Vote was unanimous. Motion carried.

There being no further business to discuss, a motion was made by Anthony Petitti and seconded by Joan Hammill to adjourn the meeting at 8:07 p.m. Vote was unanimous. Motion carried.

Respectfully Submitted,

Dawn Kosarko
Clerk

Approved; pending final approval by 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 11, 2013 at 7 p.m.