

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

December 10, 2014

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, Treasurer Arthur Kukla, James J. Cebulski, Tara Liskov, Nancy Rupp, and Nancy Lee.

Members Not Present: Laura Ponzio

Also Present: Sue Horton, Library Director, Shelley Hall, and Alissa Heilbrunn of the Friends of the Trumbull Library

The meeting was called to order at 7:02 p.m. by Chairwoman Jeannine Stauder.

Public Session: The Board welcomed Shelley Hall and Alissa Heilbrunn of the Friends of the Trumbull Library to the meeting. Book sales were discussed as well as scheduling times for the Friends to come to the Library to sort books. A possible in-house bookstore was also discussed, and it was noted that there are currently no plans in the making yet for the store to open. It was noted that donations have decreased, and the quality of donated books was discussed. The Board thanked both of the Friends for their time.

Correspondence: Ms. Horton received a call from Partners in Health(PIH)/ENGAGE regarding a fund raiser requiring Board approval. PIH is a Boston-based non-profit organization with both medical and moral obligations that began in 1987 and has extended its service to West Africa and Liberia to provide aid and education for the ebola crisis. A 1 hour yoga class to be held in the Community Room at the Library, in which all proceeds would go to PIH, was proposed.

Motion made by Joan Hammill and seconded by James Cebulski to allow a yoga fundraiser to be held at the Library for Partners in Health/ENGAGE, if they provide proof of having liability insurance for this event. Vote was unanimous. Motion carried.

Approval of Minutes: Corrections to the minutes of November 12, 2014 are as follows:

1. On page 2, it should read, "There is still a problem with the roof leaking."
2. On page 2, it should read, "Ms. Rupp met with the Managing Director," not the new Director.
3. Also on page 2, in the final paragraph, it should read, "Ms. Horton mentioned to the Board that one of the MLS teen librarians asked to be a member of the Connecticut Library Association, or CLA."

Motion made by Arthur Kukla and seconded by Tara Liskov to approve the minutes of November 12, 2014 as amended. Abstention(1): James Cebulski. Motion carried.

Director's Report: One Book One Town was discussed and everything is currently on target for the program. The staff holiday party was also discussed and it is to be held at Prime One Eleven on January 9, 2014. Contributions to the party were discussed.

Motion made by Nancy Rupp and seconded by Nancy Lee for the Board to contribute \$250.00 for the staff holiday party. Vote was unanimous. Motion carried.

Open positions at the Library were also discussed, and there are currently five openings. Changes to the ad for the open positions were discussed. Applications for these positions are to close on December 31, 2014.

The Library will also be losing Daryl Sorge, long time custodian at the Library, and this was also discussed.

The new web page and its associated costs were also discussed.

Treasurer's Report: Mr. Kukla discussed the Heimann Fund with the Board, and possible amendments to be made to the funds within the trust. Miscellaneous funds were also discussed, and they seem to have leveled off in November. Regarding expenses, there was nothing extraordinary to report. The fish tank service was discussed, and costs for this are increasing. The yearly total for fish tank servicing will now be \$1,080.00. Funding for the fish tank services was further discussed. The Mallett Fund was also discussed, as well as book sales within the Library, the capital outlay, building and maintenance, heating and air conditioning, and rentals and leases.

Fairchild Branch: Mr. Cebulski noted that the roof has been fixed, and flooding and leaking was discussed as well as replacement lighting and bulbs in the front of the Library. Motion sensors and timers were discussed, and it was noted that a new water fountain is in place. There will be a holiday Open House on Saturday, from 11 am-1 pm, with activities for children. Numbers for the Library has been increasing across the board, as well as circulation involving young adult fiction collections and juvenile fiction collections. The new Managing Librarian has been developing programming for young people with special needs. Mr. Cebulski also noted possible plans for an upcoming Comic Con presentation involving Marvel comics.

Old Business: The Strategic Plan and the long-range plan, to take place over 2 budget years, was discussed. A minimum of 3 bids must be obtained, and this requirement cannot be waived. An ad will be going out in the newspaper, in legal notices, and bid packages will be sent out to 5 groups. Plans are looking promising, and the proposed deadline is set to be October 1, 2015.

The Nominating Committee reported to the Board, and the slate of officers was distributed. Recommendations were discussed.

New Business: A gift for Carol Porrata-Elstein was discussed, to thank her for her time and service on the Board.

The decreasing circulation at the Library was discussed, as well as the impact of e-books. Focus groups and community events were discussed. The Downtown Abbey Premiere Event was discussed. Discussion about the 2015-2016 budget continued and budget reports were distributed to the Board and discussed.

Full time and part time salaries, overtime, longevity, and Board clerical fees were discussed. Programs, office supplies, postage, and service contracts were discussed. The capital outlay was also discussed, as well as the online catalog, computer filtering for children, and the new website.

There being no further business to discuss, Chairwoman Stauder adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Dawn Kosarko
Clerk

Approved; pending final approval by the full Board of Trustees,

Jeannine Stauder, Chairwoman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, January 14, 2014 at 7:00 p.m.

