

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

January 13, 2016

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, James J. Cebulski, Tara Liskov, John Breedis, and Rachel Branyan

Members Not Present: Treasurer Arthur Kukla and Laura Ponzio

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

The meeting was called to order at 7:00 p.m. by Chairwoman Jeannine Stauder.

Correspondence: Arthur Kukla received a letter from Carol Olson regarding the Heimann Fund and it was read to the Board.

Chairman Stauder noted that an administrative error was made at the December 9, 2015 meeting. Ms. Branyan, the newly appointed board member representing Fairchild had not been officially sworn in until after the December 9th meeting. Votes on motions made by her are not valid, but because all motions were unanimous, there was no need to revote.

Approval of Minutes: Corrections to the minutes of December 9, 2015 are as follows:

1. Arthur Kukla's title of Treasurer should be added on page 1 under "Members Present."

Motion made by John Breedis and seconded by Joan Hammill to approve the minutes of December 9, 2015, as corrected. Vote was unanimous. Motion carried.

Director's Report: The new Library fines have successfully taken effect on January 1, 2016.

Programming ideas have been suggested regarding further educating the Library staff about the Americans with Disabilities Act.

The original brochure for One Book One Town was shown to the Board in order to promote ideas for colors and other corrections. Funding for the program is coming in well.

Treasurer's Report: The Board welcomed Louis Sheehy to the meeting. Mr. Sheehy discussed both the current municipal savings account and checking account balances for the Library. Donations for One Book One Town were received from

the Rotary Club and Newtown Savings Bank. There has been nothing unusual to report regarding expenditures. Memorials for large print books, DVDs, and gifts to the Library were noted.

Line items are okay. Refuse removal is over budget, and this will be taken care of by the Town. The town is also responsible for heat, electricity, water, and telephone. Everything else seems to be on track. Recent charges for the checking account and credit card were discussed.

The current budget report was distributed to the Board. This report provided an overview of everything happening at the Library. The report covered successes and accomplishments for 2015 going into 2016, as well as goals and priorities for 2016-2017. Anticipated revenues for 2016-2017 total \$244,075.00.

Also included in the budget report are full time and part time salaries, overtime, longevity, clerical positions, programming, office supplies, the materials budget, print to digital, postage, ILS maintenance, and hardware replacement. Comfortable seating and reading areas for the Library were also mentioned. Rentals and leases have remained unchanged.

Mr. Sheehy also covered costs regarding website hosting, Booksite, the Acquisition system, Constant Contact, and ebooks.

The Board thanked Mr. Sheehy for his time.

Fairchild Branch: Mr. Cebulski informed the Board that the new handicap railing had been installed, and a new bench is to be placed outside the Library. All programming at the Branch seems to be doing well, and all numbers look good. A new "Build Your Own Computer" class was offered in December. Ms. Hammill noted that the issue of possibly opening the Library on Fridays should be brought to attention of Association members at their next meeting.

Old Business: Library policy updates and corrections were distributed to the Board, as well as applications for all Board members to update their current information.

Motion made by James Cebulski and seconded by Tara Liskov to accept the Trumbull Library System's new Collection Development Policy. Vote was unanimous. Motion carried.

Motion made by Tara Liskov and seconded by Joan Hammill to accept the Trumbull Library System's new Collections and Exhibits Display Policy with the following corrections made: in paragraph 5, "for" is replaced with "in," and the signature line is to be removed from the policy. Against (2): James Cebulski and John Breedis. Motion carries 4-2.

Motion made by James Cebulski and seconded by John Breedis to accept the Trumbull Library System's new Gift Policy. Vote was unanimous. Motion carried.

Motion made by James Cebulski and seconded by John Breedis to accept the Trumbull Library System's new Complaints Policy. Vote was unanimous. Motion carried.

Motion made by James Cebulski and seconded by Joan Hammill to accept the Trumbull Library System's new Lobby Display Case Exhibit Policy. Vote was unanimous. Motion carried.

Motion made by Joan Hammill and seconded by Rachel Branyan to accept the Trumbull Library System's new Fees and Fines Policy. Vote was unanimous. Motion carried.

Ms. Stauder gave an overview of her visit to Booth Library in Newtown with Louis Sheehy, Arthur Kukla, and John Breedis. She informed the Board of the many lucrative in-house book sales they conduct, as well as their procedures for the annual sale.

The status of the Strategic Plan was reviewed, and a meeting is currently being scheduled for the Planning Committee. The Board is welcome to attend, as this is the stage where the Board can review the plan and suggest any changes that are needed at this point. Ms. Horton will keep the Board updated on the date of the meeting when it is decided upon.

Ms. Hammill noted that fundraising ideas depend on the strategic plan. One Book One Town can possibly be used for fundraising for the Library. Teen and children's areas of the Library were also discussed. Ideas from the public have been reviewed. In-house book sales and amazon book sales were also discussed.

Mr. Breedis brought in the book of information and photos he recorded and compiled for the 40th anniversary celebration. There were two (2) proclamations presented to the Library that day that should be framed and displayed in the building. Ms. Horton will search costs for this.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 8:46 p.m.

Respectfully Submitted,

Dawn Kosarko
Clerk

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

Jeannine Stauder, Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, February 10, 2016 at 7:00 p.m.