

**TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES**

**September 15, 2010**

**Trumbull Library**

Members Present: Chairman, James Cebulski, Carol Porrata Elstein, Arthur A. Kukla, John J. Lauria, Tara Liskov, Joseph Schlig, Diane Schwartz and Mary Whatley

Member Absent: Anthony Petitti

Also Present: Susan J. Horton, Library Director

**The meeting was called to order at 7:05pm by Chairman James Cebulski**

**Correspondence:** Ms. Liskov distributed thank you notes to those who have contributed to the Parking Expansion fund.

**Minutes:** Mr. Schlig made a motion to approve the July 14, 2010 Minutes. Mr. Lauria seconded.  
**VOTE:** Ms. Whatley abstained, all others in favor.

**Chairman's Report:** Mr. Cebulski met with Town Engineer at the request of Deputy Director of Public Works, Theodora Samadjopolous to resolve a minor problem in the design. In approximately 2 ½ weeks final drawings will be complete and work will be able to start.

**Director's Report:** Ms. Horton reported that Compressor C has been replaced. Conditions in the Library are much improved. There are still control and reset issues to be addressed in the future.

She also reported that Ms. Rogers, Associate Director for Information Systems, has been working closely with Matt Altieri, Database/Information Security Administrator, for the town to obtain the best pricing to replace the Dell server which supports our Horizon Integrated Library System. Mr. Altieri has been able to find a compatible system which will result in considerable savings to the Board – approximately \$3,500. Ms. Horton also indicated that the budget the Library submits to the Town next year should include the Library's technology needs. Mr. Kukla asked if the Library has a five-year technology plan. Ms. Horton said she would invite Ms. Rogers to the October meeting so the topic can be discussed in detail.

Ms. Horton has submitted a request for a job upgrade for Circulation/Technical Assistant, Sandra Miller to entry level Teen Librarian to Chief of Staff Dan Nelson and Personnel Manager Mary Ann Meier. She is awaiting a response from the town.

**Treasurer's Report:** Ms. Schwartz went over each report. Mr. Kukla questioned the \$10.00 fee being charged by People's Bank on Library's checking account. Ms. Schwartz explained that the charge is part of the new fee schedule for municipal accounts that carry a balance under \$10,000. Our account is currently around \$2,800.00. Mr. Kukla suggested that we ask the bank to consider the Library under the town's municipal account and see if there is a way to eliminate the \$10.00 charge.

Ms. Elstein made a motion that the Board send Jim Morrison, our custodian who has had hand surgery on both hands over the summer, a small 'get well' gift. The group agreed on a \$25.00 gift certificate to Vazzi's, which is near his home. Motion 2<sup>nd</sup> by Mr. Kulka. All in favor.

**Fairchild-Nichols Report:** Ms. Whatley reported that new small-size chairs and tables have been ordered for the community room to accommodate preschool age children. The Town has repaired the sidewalk and new grass seed has been planted.

**Old Business:**

Parking Lot Status. Ms. Liskov reported that \$4,275 has been raised to date from the Parking Lot Appeal campaign. *See Mr. Cebulski's comments above for the status of the timetable for work to begin.*

Foundation Status: Mr. Cebulski noted that he has been in discussion with an individual who is willing to help compile a list of potential donors for future Library endeavors.

Strategic Planning Committee Status: Mr. Kukla stated that the committee has looked at several professionals who could help us create a plan. It will cost approximately \$18,000-\$20,000 to hire an experienced professional of the caliber we would want. Due to the sizeable funding needed, he recommended we put the project "on the shelf" until next spring when Board funds have been replenished as there have been some recent sizeable expenditures from our funds.

New Business: Ms. Horton suggested that the Town's Charter Revision Commission be notified that the Board has changed its name from "Directors" to "Trustees" and the new charter should reflect that change.

Mr. Lauria motioned for adjournment at 8:06pm. 2<sup>nd</sup> by Ms. Horton. All in favor.

Respectfully submitted,

Mary Whatley  
*Acting Secretary*

Approved:

Mr. James Cebulski, Chairman  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, October 13, 2010.