

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

November 9, 2011

Trumbull Library

Members Present: Chairwoman Tara Liskov, Vice Chairman James Cebulski, Joan Hammill, Arthur A. Kukla, John J. Lauria, Anthony Petitti, Carol Porrata Elstein, Jeannine Stauder, Mary Whatley

Also Present: Susan J. Horton, Library Director, Joanne Orenstein, Clerk. Sonia Halapin, Sabina Bonner, Connecticut Classic Arts.

The meeting was called to order at 7:00pm by Chairwoman Liskov.

Public Session: Ms. Horton introduced Ms. Halapin and Ms. Bonner of the Connecticut Classic Arts, and then they spoke about their group and their proposal. Connecticut Classic Arts is an art education group that meets monthly in the Community Room of the Main Library. They have been meeting there for about 30 years. The group is based in Trumbull and is a non-profit group. The artists who are members pay dues which go largely to the guest instructors they bring in each month. They used to regularly show their work in the Library, but there became an issue with holes made in the walls to hang the art. They currently show their work in other libraries and public places, including the Parsons Complex in Milford, but since they meet in Trumbull, they would like to show their work in Trumbull. They requested the Board buy a hanging system that would not make holes in the walls, consisting of a system that allows for hanging a variety of sizes of paintings from a molding installed on the walls. The molding is permanent but the hangers are not. They estimated the cost of the system required for the Community Room would be about \$1000. The Library would own it and could use it for other exhibits as well as those of the Connecticut Classic Arts.

Correspondence: Ms. Horton reported that the Library received a grant in the amount of \$1000 from Rosemary Harris, a mystery writer who recently spoke at the Library. The money is to buy books, and the Trumbull Library won it in a contest run by the Mystery Writers of America, of which Ms. Harris is President.

Minutes: Ms. Liskov said the Minutes should have been approved not by her, but by Mr. Cebulski, who chaired the October meeting in her absence. Ms. Stauder said “mangers” on page 2 should be corrected to read “managers”. Mr. Kukla said he was surprised to see the number of \$15,000 earmarked for the parking Lot, as the amount the Library Board was to pay was \$7000. Ms. Horton said Mr. Sheehy had held \$15,000 for it. Mr. Sheehy came into the meeting and confirmed that \$15,000 had been held for the Parking lot. Ms. Stauder made a motion to approve the Minutes with Ms. Liskov and her corrections. Ms. Whatley seconded. **VOTE:** All in favor.

Director's Report: Ms. Horton stated that the reality of the current financial climate has burst the bubble on any real expansion [of the Library]. She has been brainstorming with the managers on how to bring the Library to a new level on a shoestring budget. They have walked around the building three times. Dmitri Parris brought in an electrician to investigate putting in a whip (additional electrical outlets) on the Church Hill Road side of the Library, to provide a quiet place. Ms. Horton would like to redirect some of the parking lot funds for this, and requested the Board vote on it. The Parking Lot will not be expanded but traffic will be redirected to one way, have signs put in, and relined. Most of the donors so far have directed the Library to keep the money. Ms. Horton said she would rather use the money than risk losing it. The high estimate is \$9000 for the electrical work, but we are waiting on two additional bids to come in.

Ms. Porrata Elstein made a motion giving Ms. Horton permission to obtain three estimates to expand the electrical power to the rear of the Library, and for any additional costs for light fixtures and furniture needed to create a quiet place for study and laptop usage. Mr. Lauria seconded. **VOTE:** All in favor.

Ms. Hammill reported that a while ago the Trustees met with the Library Staff, and the thought was it would be nice to have the Trustees throw the Staff Christmas party. Typically the party is at Tashua Knolls and the Board donates \$500 while the staff pays the balance. The Board felt if they attended, they should arrange it; it could be in the Community Room at no cost to the staff. Mr. Petitti felt it was important to keep the party social, not an opportunity to get information. The date was set for December 11 at 11am. Ms. Porrata Elstein will price out catering with a \$500 budget, spouses to be included, as well as the cost for the party at Tashua. Ms. Whatley made a motion to pay for the Staff party on December 11 for up to \$700. Ms. Stauder seconded. **VOTE:** All in favor.

Treasurer's Report: Mr. Petitti reported that budget expenditures were on par. \$300 was raised from the Brotherhood of Magicians. Expenditures included \$458 for new microphones in the Community Room. The biggest expense was \$2444 for a software system that linked two systems together. That was paid out of Connecticard. One expenditure was taken from the Technology Fund, \$565 for network drop-off in the Children's Room. That was partly offset by a \$19.44 refund from a book signing.

Ms. Horton reported the Library had received \$7000 from the Mallett Charitable Trust, up from \$6000 last year.

Fairchild-Nichols Branch: Ms. Whatley reported they are still talking about repairs. They still need lighting for the seating area in the back. The Association is coming up on its 90th anniversary next month. They will discuss their mission.

Policy Review: New policies were distributed. Ms. Stauder said very few changes, none substantive, were made on the Patron Conduct Policy. On Teen Programming they added "feel comfortable" and #3 was changed as reviewed last month. The Unattended Child policy was changed to require adults to stay present in Children's Room during

Story time. Copies of the Policy were put out in the Children's Room, and it will be posted as soon as the laminator is repaired.

Mr. Kukla made a motion to accept the 3 policies as presented. Mr. Cebulski seconded.
VOTE: All in favor.

Parking Lot: Mr. Cebulski reported that the Police Department approved relining and resigning the parking lot, but the Town will not pay at all. He will need to sit with Mr. Savarese, the Town Engineer, with the plans. Handicapped spaces need to be wider than regular spaces, and the curb needs to be ramped. Timing is unclear. Ms. Horton will report on the balance of the donations next month.

New Business: Travel arrangements were worked out for the Association of Connecticut Library Boards (ACLB) conference. In December, the Nominating Committee will be chosen.

The CT Classic Arts' request for hangers was discussed. Mr. Cebulski made a motion to allocate up to \$1000 for the purchase of the hanging system. Ms. Whatley seconded.
VOTE: All in favor.

Ms. Whatley reported that one of the Founders of the Friends, Carston Hellebust, had died. They had donated the Library's first sculpture, the three dancing girls, in the front of the Library. Ms. Whatley will write a letter of condolence to his widow, and Ms. Horton will write a letter from the Library Staff.

Mr. Kukla requested Ms. Liskov appoint a Budget Committee to assist Ms. Horton and Mr. Sheehy in their preparation of the budget to the Town. Ms. Liskov said next meeting will be devoted to discussion of the budget. Ms. Horton said she expects to have a zero-based budget. She and Mr. Sheehy will craft what is needed for Technology in the Capitol Budget for December discussion.

Adjournment: Ms. Whatley made a motion to adjourn, Ms. Stauder seconded.
VOTE: All in favor at 9:02pm.

Respectfully submitted,

Joanne Glasser Orenstein
Clerk

Approved:

Tara Liskov, Chairman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, December 14th at 7pm.