

TRUMBULL LIBRARY BOARD OF TRUSTEES MINUTES

Trumbull Library

January 10, 2024

Members Present: Marc St. Louis, Vice-Chair, Antonio Petitti, Treasurer, Kathleen Durand, Carol Porrata Elstein, Jennifer Mottolese, Jessica Olivo, Kimberly Perillo, Mary Santilli

Members Absent: John Carpenter, Chair

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:00 PM

Pledge of Allegiance

Public Session: None.

Correspondence: The Library Staff expressed their appreciation for the holiday gifts they received.

Approval of Minutes: Motion was made by Carol Porrata Elstein and seconded by Kathleen Durand that the minutes of the November 8, 2023, and December 13, 2023, meetings be accepted as presented. Vote: All in favor. Motion passed.

Reports:

Director's Report: Stefan Lyhne-Nielsen

Budget

We are starting the budget process. In addition to keeping our funding levels at their current level for our various expenditures, we will look to increase part-time pay to maintain competitive with other local libraries.

Building Projects

I met with the Town Council last week to give an update on the ARPA funded projects. We are working on getting approval from the Public Works Director and Fire Marshall for the new modular meeting spaces. We are also starting work in collaboration with the building department on the hearing loop system installation.

Computer and Print Management System

On Wednesday, January 17, at 2 pm, we will have an in-person demonstration from TBS on their proposed computer management and print solution.

Chairs

We are reporting the anticipated expenditure to cover the additional cost of procuring 23 chairs. The original budgeted amount of \$8,000 is \$1250 short of the needed amount and the remainder will be covered by private funds for the new office chairs for the service desks and backroom offices. The current chairs are well over 15 years old.

Staffing

We are currently in the midst of interviewing for the Associate Director position. We are also hiring for a recently vacated part-time position.

Treasurer's Report: Antonio Petitti

The Library budget

During the month of December 2023 all budget items expenditures appear normal.

The non-budget board funds

Overall, it should be noted that the monthly income to the funds were minor —only \$94. The expenditures however were a total of \$3882 and were all appropriate to the needs of our library. In conclusion the total savings did not change but the checking account dropped to \$27,691 from \$31,480.

Fairchild Report: Kathleen Durand

Parking lot restriping has been completed. Maker Space use is steadily increasing.

Old Business:

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti and Stefan Lyhne-Nielsen) No report.
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) Meeting set up for next Thursday to go over policies.

New Business:

None.

Adjournment: Motion made by Mary Santilli and seconded by Kimberly Perillo that the Board adjourn the meeting at 7:44 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena C. Quinn

Approved, pending final approval by the Board of Trustees

Marc St. Louis, Vice-Chair, Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on February 14, 2024, at 7:00 PM.