

TRUMBULL LIBRARY BOARD OF TRUSTEES

MINUTES

Trumbull Library

December 12, 2022

Members Present: Rosemary Seaman, Chair, Carol Porrata Elstein, Vice-Chair, John F. Breedis, Treasurer, John Carpenter, Mary Santilli, Marc St. Louis, Gail Voytek

Member Absent: None

Also Present: Stefan Lyhne-Nielsen, Director, Courtney Bahr, President of The Friends of the Trumbull Library

Meeting Called to Order: 7:00 p.m.

Pledge of Allegiance

Public Session: Courtney Bahr spoke about the work that has been done to revamp the Friends organization and discussed future plans for a fundraiser at the library.

Correspondence: None

Approval of Minutes:

Motion was made by Mary Santilli and seconded by Gail Voytek that the minutes of the November 10, 2021, meeting be approved as read. Vote: All in favor with one abstention. Motion passed.

Director's Report:

The Town of Trumbull is back to working in a "teams" model at least until January 28. Prior to the decision, each department was asked to submit a plan for how they would operate under the requirement. The library system has been allowed to try a parallel-working structure that separates each department, including Fairchild as a separate team, thereby allowing for maximum number of service hours for the public. We initially had to cut out Sundays but managed to return to full operation last weekend, missing only January 2.

The main library had been forced to close at 4 pm for two weeks due to an issue with the emergency lighting. The repairs were completed last week and the library has returned to evening hours.

The budget process is underway. We are asking for a complete restoration of our programming budget, an increase in pay for our part-time staff, and a few additional software services.

The Friends had regular meetings in December and January. All told, they have over 30 members with about 12 regular attendees. The plans for the Mini Golf Fundraiser are moving along. The committee has been meeting regularly to finalize plans for sponsor solicitation, advertising and the relevant paperwork. The current goal is to host the event on April 8 and 9.

We have started working with a new social media manager that will hopefully make it easier to plan communications across Facebook, Instagram and Twitter.

Linda Norrell has retired after working for the library for over 20 years. She served as the Interlibrary Loan specialist and also worked in processing. Her absence is already felt. We are looking to fill her position quickly. We have already contacted HR to start the testing process for the position.

Fairchild also lost Miriam Hornburg who took a job with the Woodbridge Town Library. We are already in the process of hiring for this position.

Treasurer's Report:

Total spending for the past two months was close to four-thousand dollars. Book purchases accounted for 64% of the total, paid through the Hawley and Merwin Trust Funds. Programming expenses accounted for 29% from the Mallett Trust Fund, with the remainder coming from Memorial/Fundraising funds for a recurring maintenance expense for the recycling dumpster.

Income, received in December only, included an anonymous memorial contribution and the annual grant from the Hawley Trust Fund. The annual grant from the Mallett was not received prior to the close of 2021.

There was a discussion regarding library finances for the benefit of the new members.

Fairchild-Nichols Branch:

Mary Santilli reported that the Fairchild-Nichols Memorial Branch had a well-attended open house event on December 4th. There were make and take crafts and holiday fare. The Fairchild Association is making headway with the elevator issue and plan to discuss their bylaws at the next meeting.

Old Business:

Rosemary Seaman, John Breedis, and the library director will meet to discuss plans for Joan Hammill's plaque.

New Business

There was a request that the library administration update the roster of the current library board with all the recently added members.

The board members took time to introduce themselves and answer questions regarding the library board.

Adjournment:

Motion was made by Carol Porrata Elstein and seconded by John Breedis that the Board adjourn the meeting at 7:49 p.m. Vote: All in favor. Motion passed.

Respectfully submitted,

Stefan Lyhne-Nielsen, Director

Approved, pending final approval by the Board of Trustees

Rosemary Seaman, Chair
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on February 9, at 7:00 p.m.