

TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES

Trumbull Library

February 8, 2023

Members Present: John Carpenter, Chair, Marc St. Louis, Vice-Chair, Antonio Petitti, Treasurer, Jennifer Mottolese, Kimberly Perillo, Carol Porrata Elstein, Gail Voytek

Members Absent: Mary Santilli. Rosemary Seaman

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:05 PM

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes: Motion was made by Carol Porrata Elstein and seconded by Gail Voytek that the minutes of January 11, 2023, meeting be accepted as presented. Vote: All in favor. Motion passed.

**Reports:**

Director's Report – Stefan Lyhne-Nielsen

**ARPA Funding**

We are moving ahead with the carpet installation. At the present time, we are meeting with the company that previously did the carpet tiles throughout the library almost 20 years ago. They are still on state contract and we will receive a discount for the tiles and the labor.

**Budget**

We have submitted our budget request for this year. Our ask was to maintain our budget levels from last year in addition to requesting funds for new office chairs for the library staff, a base rate increase for part-time staff from \$16.00 per hour to \$16.25 per hour, and the purchase and installation for a new people counter system.

## **Friends**

The Friends voted to approve the fund expenditure to purchase a new plotter printer for the library. They also will pay for half of the annual book recycling dumpster fees and the sponsorship of two major programs for the Summer Reading Program.

## **Staffing**

Our new Circulation Coordinator begins work on Monday, February 13. Testing for the full-time Library Assistant position should end on Friday this week. It will likely be a few more weeks before a hiring list is approved by the civil service commission, and we are allowed to start the hiring process. We are also moving forward with panel interviews for the Adult Services Coordinator position.

Katie Sabo has been promoted to the part-time event technologist position that was left vacant by a recent departure. We have also hired a new part-time circulation assistant to replace her position. There is still one vacancy in the part-time staff. We also still have the Associate Director for Access Services position vacant at this time.

## Treasurer's Report – Antonio Petitti

### **The library budget:**

The expenditures in the budget for the month show good capable management. Nothing is abnormal within the constraints facing the library system. Nevertheless, it must be recognized that the Salaries-FT budget by this month should be close to 56% expended. However, it shows to be only at 40.7 % expended. At the present average monthly expenditure rate of around 5.8% the budgeted \$950,703 by the end of the fiscal year will only be at around \$670,000 expended. This translates to a projected \$280,703 unspent.

### **The non-budget board funds:**

The board funds balances stayed almost constant for the past month. Our checking account balance decreased by only \$195 to \$25,834 due primarily to the modest activity in the Restricted Memorials/Fundraising.

## Fairchild Report – Gail Voytek

Programing changes include an increase in music programs, due to interest, and the addition of a new monthly adult book club.

## **Old Business**

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) The new Merwin Trustees are in the process of meeting with a financial advisor to discuss possible better options for the fund. Meetings will be held on a semi-annual basis.
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) The subcommittee has begun the process of drafting new bylaws and will bring them to the town attorney and then the board for review and approval. They will discuss the order of review of policies and the need for any new policies.
- 3) Summary from executive session from January 11, 2023 meeting was submitted to town hall.

## **New Business**

- 1) Proposals were made for a thank you gift for John Breedis' service to the Library Board of Trustees. Suggestions were made for a gift certificate to a favorite restaurant and a book to be donated in his name. The details of the book suggestion will be discussed further.

Motion was made by Antonio Petitti and seconded by Carol Porrata Elstein to purchase a \$70 gift certificate for Old Towne Restaurant. All in favor. Motion passed.

Adjournment: Motion made by Antonio Petitti and seconded by Jennifer Mottolese, that the Board adjourn the meeting at 7:53 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena Quinn

Approved, pending final approval by the Board of Trustees

John Carpenter, Chair  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on March 8, 2023, at 7:00 PM.