

TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES

Trumbull Library

July 12, 2023

Members Present: John Carpenter, Chair, Marc St. Louis, Vice-Chair, Antonio Petitti, Treasurer, Carol Porrata Elstein, Jennifer Mottolose, Kimberly Perillo, Rosemary Seaman, Mary Santilli

Members Absent: Gail Voytek

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:00 PM

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes: Motion made by Rosemary Seaman and seconded by Tony Petitti that the minutes of the June 14, 2023, meeting be approved as presented. Vote: All in favor with one abstention. Motion passed.

Reports:

Director's Report – Stefan Lyhne-Nielsen

Summer Reading

At this point we have 861 registered participants in our Summer Reading program. The Independent Readers (k-6) have logged reading minutes over 60% of the way to our community goal of 500,000 minutes and we are only halfway through the eight-week program. Program attendance has been good to excellent as most programs are close to full. We've had a few where the waiting list was longer than our seats available. Having the additional full-time position dedicated to the Youth Services Department has been measurably helpful in conducting Summer Reading overall. We have also seen an increase in the number of adult and teen participants in comparison to last year.

Building Projects

The flooring project is moving forward. We will likely begin with the Community room separately in the coming month once the supplies begin to arrive.

Staffing

The Adult Services Coordinator preliminary civil service panel interviews were conducted last week. The results of the panel interviews will be presented to the Civil Service Board on Wednesday next week for approval, after which we will receive the top five candidates and proceed to our own interviews.

The job posting for the Associate Director for Access Services will also go before the Civil Service panel at next week's meeting. Once approved we will begin advertising the vacancy.

There was a discussion about contacting the PTA and Trumbull Sustainability regarding the Summer Reading Program.

Treasurer's Report – Antonio Petitti

The library budget:

The expenditures in the budget for the past month of June 2023 once again show

nothing abnormal. The FY 2022-2023 budget is now expended as expected. We have a total of \$306,463 not spent and this is due primarily to the \$285,038 that remained unspent on salaries.

The non-budget board funds:

The board funds showed a total increase of \$554 due primarily to a donation of \$500. But our checking account balance decreased from \$24600 to \$ 21299. This major decrease of \$3301 reflects almost totally the many services to our patrons—the many various expenses on this summer's adult and children programming.

There was a question regarding excess funds.

Fairchild Report – Mary Santilli reported that Fairchild patrons were enjoying the Summer Reading programs. The robotics camp has been very popular with a lot of interest. She also reported that the Association is looking for a new HVAC service provider.

Old Business

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) No report.

- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) The draft of the new bylaws was presented. New highlights include table of contents, vision and mission statements, orientation of new board members, attendance protocols regarding in person and online meetings, and updated financial procedures. Additionally, there was a discussion regarding location of policies on the library website.

Motion made by Mary Santilli and seconded by Rosemary Seaman to accept the amended bylaws as presented with changes recommended this evening by the Board. Vote: All in favor. Motion passed.

New Business

- 1) None

Adjournment: Motion made by Tony Petitti and seconded by Rosemary Seaman that the Board adjourn the meeting at 7:48 p.m. Vote: All in favor. Motion passed.

Respectfully submitted,

Stefan Lyhne-Nielsen

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 September 13, 2023, at 7:00 PM.