

TRUMBULL LIBRARY BOARD OF TRUSTEES MINUTES

Trumbull Library

October 11, 2023

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

Members Absent: Rosemary Seaman

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 was made by Marc St. Louis and seconded by Antonio Petitti that the minutes of September 13, 2023, meeting be accepted as presented. Vote: Kathleen Durand, Carol Porrata Elstein, and Mary Santilli abstained, rest in favor. Motion passed.

Reports:

Director's Report: Stefan Lyhne-Nielsen

Building Projects

The flooring project is done as of today. I want to express my deepest appreciation for the staff for their effort and patience while this project was underway. With the exceptions of a few areas of the building, the library has either new carpet tile or LVT replacing the older flooring. In addition, the stage was refinished.

Our next major project will be the library meeting room spaces. We will be meeting with vendors to see what solutions they have that satisfy our requirements. We will also look into setting up the purchase and installation of a hearing loop system in the Community Room.

Finally, we met with the Town Administration to discuss other projects using ARPA funding. As a result, we are hopeful to have additional building improvements completed over the next year.

Friends

The Friends are having their next book sale on Saturday, November 11, from 9 am - 4 pm.

Staffing

We have hired one new part-time staff member to refill our vacancies. We still need another two vacancies filled to get to full staffing levels. Interviews for the Event Technologist position will occur next week. The Associate Director position was approved to be refilled. We are still waiting on the position to be posted.

Treasurer's Report: Antonio Petitti

The Library budget

During the month of September 2023 all employees budget items were expended close to the expected monthly percentage. It should also be noted that of the other items the two items dealing with building maintenance/contracts were almost totally expended. In summary all expenditures appear as expected.

The non-budget board funds

During September 2023 there were no income additions to any of the funds while there were expenditures totaling \$2069. Of this fund expenditure total, \$1786 were covered using the Friends of the Trumbull Library funds. In summary our fund checking account dropped from \$20,136 to \$18,067.

Fairchild Report: Mary Santilli

New heating and cooling system being installed, programing is going well including the mushroom growing program, which is very popular.

Old Business:

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) Antonio Petitti is reaching out to the bank to discuss funds and options for increased interest earnings. Members of the subcommittee will meet with Trustees, Paul Nastro and Tim Hare on October 16, 2023, regarding the Merwin Trust.

- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) Discussing if any amendments need to be made to the Unattended Minor policy due to Connecticut update of state policy, awaiting advice from Town Attorney. Looking at Patron Conduct and Meeting Room Use policies as next policies to update and the creation of a Pod policy to have in place for the future addition of pods.

New Business:

- 1) None.

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

Respectfully submitted,

Zdena C. 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 November 8, 2023, at 7:00 PM.