

Wed. 10th - Candlelight Vigil in Community Room beginning at 6:30pm will cause a parking crunch..

TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

AGENDA

TRUMBULL LIBRARY

Wednesday, October 10, 2012

7:00 p.m.

Public Session

Correspondence

Approval of Minutes: 9/12/12

Staff Report – Donna Soucy, Collection Development Librarian

Director's Report – Susan J. Horton

Treasurer's Report – Antonio Petitti

Committees

Fairchild Branch – Mary Whatley

Policy Committee

Computer & Internet Policy – Final approval

Adult and Teen Technology Centers Etiquette Guidelines - review

Wireless Access (WiFi) Guidelines - review

Old Business

Friends of the Library

New Business

Upcoming Conference: ACLB Conference – Oct. 25th – University of Hartford

Adjournment

****If unable to attend this meeting, please call Sue @ 452-5129
or email shorton@trumbull-ct.gov***



Director's Report
Trumbull Library System Board of Trustees
Wednesday, October 10, 2012

5th Annual Clothesline Project

Once again the Library is a major partner in the Clothesline Project and Candlelight Vigil to raise awareness about Domestic Violence. Anyone wishing to decorate a shirt in support of victims can pick up a shirt in the Library and the Clothesline with decorated shirts will hang in the grove next to the Library from October 5th – 15th. The Center for Women and Families of Eastern Fairfield County hold a candlelight vigil in area towns and this year's vigil in Trumbull is the night of the Library Board meeting, beginning at 6:30pm in Community Room.

iPad for Main Library Children's Department

Thanks to the generosity of Trumbull Community Women we have been able to purchase an iPad for loan. Children's Librarian, Kara Canney, has selected apps appropriate for children and Mary Rogers has done the technical work in setting it up for use.

Staff Related Issues:

1. Staff Development Day - October 29th

Managers have been meeting frequently to frame out the Staff Development Day. We have designed an "Employee Handbook" of ready reference information for each staff member. Tami Hodges of Employee Assistance Group will present a workshop on "How To Deal with Difficult People". The remainder of the day will be broken into in-house training and departmental meetings. Advertising of the day's closing will begin on Tuesday, October 9th following the Columbus Day holiday break.

2. Retirement – Helen Steinnagel

Effective early January 2013, Helen will take retirement after 19 years at the Library. Helen has had a number of health related issues, most recently back and foot surgeries. In her time at the Library Helen has been a technical services/circulation clerk and also is part of the reference desk team. She will be missed greatly by everyone.

3. Youth Services Librarian

Stalled. Civil Service Board did not have a quorum to meet in September (3 tries) to establish guidelines to narrow the number of viable applications to interview. Next scheduled meeting date is October 17th.

Webpage Redesign

Our current webpage is five years old and very dated. I have approached Firelight Media, a Trumbull company, to provide us with some basic designs and cost estimates for a redesign that would allow media, streaming and a user-friendly layout.

Upcoming Conferences

New England Library Association Conference - Sturbridge, MA Oct. 14-16

ACLB Conference - University of Hartford, October 25

Boards and Commissioners Annual Dinner – THS Senior Lounge, Thurs. Oct. 25th – 6pm

Activities and meetings:

9/14 Clothesline Project meeting

9/17 Library Managers meeting

9/20 Center for Women and Families Annual “Speaking of Women” Luncheon – Watermark

9/24 Fairchild Nichols Association meeting

9/24 Town Planning Meeting, Madison M.S.

9/27 Trumbull Chamber Board meeting

9/27 One Book One Town Program committee meeting

10/1 Library Managers meeting

10/2 Meeting with Firelight Media to talk over webpage redesign

10/3 Met with Recorded Books representative

10/3 Led Director’s Club Non Fiction Book Group

10/6 3rd Annual Magic Show (1/2 proceeds to Library)

10/10 FLAG

10/10 One Book One Town Program Planning meeting

10/10 Candlelight Vigil for Domestic Violence Awareness Month (October)

Respectfully submitted,

Susan J. Horton, Director

Trumbull Library System

Note:

At the September meeting I was asked by Arthur Kukla to bring in Nicole Cignoli, Program Coordinator to talk with the board about her program strategies, etc. As Nicole also works at the Monroe Library she could not make the meeting for October. She will let me know when she can come and speak with the Board. I took the liberty to ask Collection Development Librarian, Donna Soucy, to attend and describe her role in collection development, especially in the acquisition of media. I will continue to ask members of the Library staff to attend board meetings to briefly describe their work at upcoming meetings.