

TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

AGENDA

TRUMBULL LIBRARY

Wednesday, December 12, 2012

7:00 p.m.

Public Session

Correspondence

Approval of Minutes: 11/14/12

Director's Report – Susan J. Horton

Treasurer's Report – Antonio Petitti

Committees

Fairchild Branch

Policy Committee

New Business

2013-2014 Budget request - Louis Sheehy

Draft Letter to Friends

Nominating Committee appointments

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
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Staff Development Day - October 29th Postponed to December 3rd

The day was attended by all staff (except one on vacation and pages) and was well received overall. I have asked each person who attended to complete evaluation forms and these will be reviewed and discussed at Managers meeting on Monday, Dec. 17th. A general session was held in the morning on various in house procedures and policies that needed review and a talk from Tami Hodges of Employee Assistance Group on "How to Handle Difficult People." Five workshops were offered and presented by Library Managers (eBook demonstration, Readers' Advisory Helps, Our Online Databases, What is on our Library Webpage and Children's). Each staff member was required to attend three. Two workshops which we felt would be most beneficial to the work that staff member performs at the Library were assigned and the third workshop was an elective.

Youth Services Librarian

We have received four names from Town Hall for the Youth Services Librarian and interviews are taking place the week of December 10th-14th.

Retirement

Helen Steinnagel, will take retirement after 19 years at the Library effective January 3, 1013. .

→ At the November meeting it was agreed that the Board would write a letter to thank Helen for her years of service to the Trumbull Library and Community.

Holiday Party

On Staff Development Day the staff voted to thank the board for their very generous offer for a Holiday Party in early January, but due to the high attendance at Helen's retirement party and the lovely luncheon provided by the Board for the Development Day, we all felt the money allocated for the Holiday Party out of Board funds might be better spent on Library needs.

Activities and Meetings

Thurs. 11/15	Business & Career Resource Meeting with Town Economic Development Director, Edward Lavernoch and SCORE
Fri. 11/16	Retirement Party for Helen Steinnagel
Tues. 11/20	Meeting with Association members regarding Librarian for Branch
Mon. 11/26	Town Department Heads meeting
Tues. 11/27	Trumbull Cares
Tues. 11/27	Meeting with Association members regarding Librarian for Branch
Mon. 12/3	Staff Development Day
Wed. 12/5	Meeting with Director of Planning, Jamie Bratt
Wed. 12/5	Led Director's Club Non Fiction Book Discussion
Wed. 12/5	Interviews for Librarian at Branch
Thurs. 12/6	Meeting with Suzanne Burr Monaco and Nicole Cignoli on revamping

Library's newsletter
Thurs. 12/6 Interviews for Librarian at Branch
Tues. 12/11 Along with school officials and members of OBOT team visited Westport
Library and spoke with Bill Derry about MakerBot 3D Printer
Wed. 12/12 Fairfield Library Administrators Group meeting in Wilton
Wed. 12/12 One Book One Town Program Planning meeting