

TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

AGENDA

TRUMBULL LIBRARY

Wednesday, January 9, 2013

7:00 p.m.

Public Session

Correspondence

Approval of Minutes: 12/12/12

Director's Report

Treasurer's Report – Antonio Petitti

Committees

Fairchild Branch

Policy Committee

Old Business

Final Review of 2013-2014 Budget request to Town- Louis Sheehy

New Business

Nominating Committee report

Mission Statement (approval of final wording).

Rewording of Meeting Room Policy (review, discussion and approval) #2 e (added)

Election of officers for 2013 year

Adjournment

Next Meeting: Wednesday, February 13, 2013

****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, January 9, 2013

Budget

Presentation of the Library's 2013-2014 budget requests to First Selectman is scheduled for Wednesday, January 16th at 4:30pm. Following board discussion at the January 9th meeting. Louis and I will finalize our report for the First Selectman's review. The next step in the process will be meeting with Board of Finance members to discuss our requests in February.

Donation Container

We are seeing a sharp decline in donations coming into the building. Seems that many people, thinking they are giving to the Library and Friends groups for resale, do not know that the books are not coming to us. It will, over time, greatly affect our revenue from the book sales as there will not be enough titles to sell. This is a cause for ongoing concern.

Fairchild Library Part Time Librarian

After interviewing six candidates, two have been selected to present to the Fairchild Association on January 14th. It is my hope that the new person will start the first week in February.

One Book One Town

The theme for the 2013 OBOT program is "How Technology Has Changed Our Lives" using Walter Isaacson's biography *Steve Jobs*. Formal announcement of the program will take place within the next couple weeks.

One of the most exciting aspects of this year's program is the introduction of a 3D printer to the community. The printer (made by MakerBot, a leading 3D printing company) is cutting edge technology and was funded by the Fairchild Trust.

I am currently in the process of finalizing the brochure and securing remaining funding for the program which will run the first three weeks in March.

PingTown!

A mobile application created by two Trumbull residents was introduced by the Town of Trumbull to the community during December. The purpose of this app is to alert town residents through text messaging of road or school closings, or special events of interest to the community. The Library is on PingTown. We used it recently when we closed at 5pm due to the late afternoon snow fall a couple weeks ago. To sign up residents call 203-601-2582 and will then be guided through a few basic steps.

Staff Changes

Circulation/Technical Services Clerk Sandy Miller has been named the new Youth Librarian and she officially started the week of December 17th. Sandy, who has been doing teen programming for the past several years in addition to her other duties received her M.L.S. two years ago. Sandy will bring tremendous skill and commitment to the position and we are indeed happy to have her in this new role.

Helen Steinnagel, a nineteen year circulation/technical services clerk retired on January 3rd.

With Sandy's promotion and Helen's retirement we are short two full time staff members. Management team has cobbled together some extra part time hours to cover the pressing need for processing materials and public service desk time slots. If these positions remain vacant for any length of time it will greatly affect our ability to deliver services and materials to Library patrons in a timely fashion.

Activities and meetings

Thurs. 12/13	Two interviews for Youth Librarian position
Wed. 12/19	Met with Anand Katragada of PingTown!
Thurs. 12/20	Trumbull Chamber of Commerce Breakfast
Thurs. 12/27	Met with new Chief of Staff, Elaine Wang
Mon. 1/7	Library Managers meeting
Wed. 1/9 - Fri. 1/11	Vacation

Respectfully submitted,

Susan J. Horton, Director

Trumbull Library System

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

Trumbull Library

December 12, 2012

Members Present: Chairwoman Tara Liskov, Arthur A. Kukla, James Cebulski, Joan Hammill, Anthony Petitti, Laura Ponzio, Jeannine Stauder

Members Absent: Carol Porrata-Elstein

Also Present: Susan J. Horton, Library Director, Louis Sheehy, Assistant Library Director, Joanne Orenstein, Clerk

The meeting was called to order at 7pm by Chairwoman Liskov.

Correspondence: Ms. Liskov reported that Patricia Zablocky had requested permission to post the Board's contact information on the Town Website. Ms. Horton will create an e-mail address for the Board instead.

Minutes: The Minutes of November 2011 were e-mailed to the Board. After reviewing copies distributed at the meeting, Ms. Stauder made a motion to accept the Minutes of November 2012 as presented. Mr. Petitti seconded. VOTE: Mr. Kukla abstained and all others voted in favor.

Director's Report: Ms Horton reported the rescheduled Staff Development Day was very successful. The Staff appreciated the opportunity to really learn aspects of their jobs that there was not always time for. One person spoke about dealing with difficult people, another about all the different aspects of the circulation desk – 5 workshops in all that the staff chose two from and assigned one of. The Staff was very appreciative of the Board-provided lunch. Ms. Horton had the Staff vote on sacrificing the Holiday Party, and they overwhelmingly voted to give it up. (They had mostly come for Helen Steinnagel's goodbye lunch as well).

This past week, Ms. Horton and Mr. Sheehy interviewed 5 candidates for the Branch and they are still interested in interviewing more candidates; there was another interview Thursday. In addition, they interviewed candidates for the Youth Librarian, and they have been very good. The Town sent 4 candidates for the position – it is a Civil Service position and therefore needs to be vetted by the Town. One of the 4 is a current employee. Ms. Horton expects an announcement on that position will be made by the next Board Meeting.

Treasurer's Report: Mr. Petitti reported the budget was moving at the expected pace, and the funds had two substantial donations, one for \$4820 and another for \$7000. Book sales were about \$400, which is lower again.

Fairchild-Nichols Branch: Mr. Cebulski reported the Association voted to purchase the 3-D printer Bot. They were interviewing (as Ms. Horton also reported), and were not yet impressed. The Association Holiday party is December 17. Ms. Whatley will be replaced on this Board by Nancy Rupp, who has a BS, an MS and MLS (Masters in Library Science), but she will not be able to attend until February.

Policy Committee: There was discussion about the Mission Statement and several Trustees offered wording. Mr. Petitti said he would like to adopt "Proud to Make Your Library Visit Productive" as an "Attitude" Statement. Mr. Kukla made a motion to adopt Ms. Stauder's suggested wording for the Mission Statement. Ms. Hammill seconded the motion. VOTE: All in favor. Ms. Horton said she would bring Mr. Petitti's Attitude Statement to the Staff for their approval, as they wrote the current tagline.

The newly worded Mission Statement will be on the homepage of the Website and on the Front Page of the Trustees Manual.

Ms. Stauder and Ms. Hammill went to other libraries to check on their policies regarding paid tutors on their premises. Most were aware it happened and allowed it. The Board felt it is consistent with the Library's position as a learning center, and as long as it is manageable had no objections to it continuing. There are reasons to stay in a public place to meet with minors.

New Business: At the Chairwoman's request, Mr. Kukla made a motion to go into Executive Session at 7:46pm, Ms. Stauder seconded, VOTE: All in favor. Mr. Kukla made the motion to leave Executive Session at 7:52pm, Ms. Stauder seconded, VOTE: All in favor.

Mr. Sheehy distributed proposed 2013 budget. Though trying to stay as flat as possible, Mr. Sheehy reported to bring the part time employees up to a somewhat competitive range, \$6-9000 would be needed to be added to the overall budget. A self-check out would alleviate lines and would be much less expensive than another employee, needed as circulation continues to grow. The children's room needs 6 picture book bins, and two desk chairs to replace deteriorating ones. All the suggested budget items would mean a less than 2% increase in the total. The Board felt it was worth it to try for it all. Ms. Horton requested members of the Board be present when she and Mr. Sheehy make their presentation to the board of Finance.

Ms. Liskov stated that it is not a Town Policy, but a Parks Commission Policy to request the Tax Returns of all the outside organizations using Town property. She suggested that the Room Usage Policy should state all non-profit organizations need to provide proof of

their non-profit status, as well as tax returns or financial statements. Ms. Liskov distributed her proposed letter. It will be sent to all the non-profits currently using Library rooms. The letter states the information must be provided to the Library by January 31, 2013. This policy will be added to the Room Usage application.

Adjournment: Ms. Ponzio made a motion to adjourn, Mr. Cebulski seconded. Motion passed. Meeting adjourned at 8:26pm.

Respectfully submitted,

Joanne Glasser Orenstein
Clerk

Approved; pending final approval of the full Board of Trustees
Tara Liskov, Chairman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, January 9th at 7pm.