

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES**

**AGENDA**

**TRUMBULL LIBRARY**

*Wednesday, July 13, 2011*

**7:00 p.m.**

Public Session

Correspondence

Approval of Minutes: 6/9/11

Chairman's Report

Director's Report

Treasurer's Report

Committees

Fairchild Branch  
Policy Review

Old Business

Parking lot status

New Business

Printer fees – Decision required this evening. *Comparison sheet attached.*

Adjournment

***\*If unable to attend this meeting, please call Sue @ 452-5129  
or email [shorton@trumbull-ct.gov](mailto:shorton@trumbull-ct.gov)***





Director's Report  
Trumbull Library System Board of Trustees  
Wednesday, July 13, 2011

**Loss of power due to severe weather - Thurs 6/23**

**Water in basement** –drainage pipe clogged which caused flooding outside as well as 1”-2” of water in the basement. We lost some supplies and Eric spent Friday drying out and cleaning up the area.



**Condenser on roof exploded on Monday, 6/27**

One of the condensers on the roof literally exploded around 7pm. Four fire vehicles and police responded in a timely fashion. Building was evacuated. Main Enterprises, the town's vendor, was called and they replaced the bearings and ordered a new motor. The motor has arrived and been installed and the crisis (for the moment at least) is past. We have requested that payment for the work and parts be taken from surplus funds in the 101 line (full time staff salaries).

**Miklus Foundation Mini Golf Tournament – Sunday, June 26<sup>th</sup>**

Approximately 100 individuals played golf on a very hot summer day, considerably less people than last year's event.

**Homebound Service**

An organizational meeting for starting a service to homebound Trumbull residents (either in homes or in facilities) took place on 6/23. In attendance: Joan Hammill, Gail Leonzi (from Trumbull Community Women), Diane Schwartz and Donna Soucy and myself. Diane Schwartz contacted Lauren DeNisco of Fairfield Library's successful homebound service and she has agreed to meet with our group on July 28<sup>th</sup>. We hope to introduce the service in October.

**One Book One Town 2012**

The Planning Committee met on June 29<sup>th</sup> and selected Cold Mountain by Charles Frazier set during the Civil War. The book and the Civil War theme will lend themselves to a variety of programming opportunities and everyone on the committee is quite excited and ready to begin work to make the next effort even better than the past two years. We meet to begin brainstorming ideas for programs and break into work teams on July 20<sup>th</sup>.

### **Manager Interviews**

To date I have met with five managers with one to go. Many very constructive ideas and observations have come out of the dialogue and I will be able to give a fuller report at our September meeting. One idea has developed into a “new service” “**Librarian by Appointment**” which will begin on July 18<sup>th</sup>. Linda Panovich-Sachs and Walter Dembowski, the Library’s two full time Reference Librarians will meet with anyone who would like personalized assistance with a reference question requiring more in depth help. The individual who wishes this service can call the library or email Information Services and Linda (who will handle business related needs) and Walter (who will handle general reference questions or instruction) will set up a mutually agreed upon time to work with individual on a one to one basis. We are working on publicity to market the new service now and we’ll run it for a three month trial and evaluate and adjust as need be.

### **► ACTION ITEM - Printing Fees** *(see attached sheet)*

Need a decision this evening on printing costs as Mary is waiting to install new printers (one color, one black and white) in the Technology Center.

### **Activities and meetings outside library – Community related**

6/23	Trumbull Chamber Board of Directors
6/27	Town of Trumbull Department Heads meeting
7/7	Cable Advisory Meeting

### **Library Related Meetings/Activities**

6/6	Manager Interviews
6/13	Manager Interviews
6/20	Manager Interviews
6/23	Homebound service orientation meeting
6/26	Mini Golf Tournament
6/29	One Book One Town Selection meeting

### **Personal vacation**

July 11-15.

Respectfully submitted,

Susan J. Horton, *Director, Trumbull Library System*

Library/Town	Population served	B & W	Color	Notes
Brookfield	16,111	\$0.15	\$0.50	
Canton	10,292	\$0.15	\$0.25	
Danbury	78,641	\$0.15	\$0.50	
Darien	20,067	\$0.10	\$0.25	OR \$2.00 per day
Easton	7,272	\$0.10	\$1.00	New fees to go into effect soon
Essex	6,500	\$0.20	\$0.50	
Farmington	24,584	\$0.15	\$0.15	
Glastonbury	33,000	\$0.20	\$0.50	
Groton	40,000	\$0.10	\$0.20	1st 3 pages free
Guilford	20,000	\$0.25	\$1.00	Increased in April 2011
Hagman (East Haven)	28,825	\$0.15	\$0.50	
Monroe	20,000	\$0.15	\$0.25	
New Fairfield	14,248	\$0.10	\$0.50	\$\$.20 for 11 x 170 \$.05 for heavy paper per sheet
Milford	50,000	\$0.10	\$0.10	Pricing is under review now. Will be increased soon.
New Canaan	19,395	\$0.10	\$0.50	
Norwalk	80,000	\$0.10	\$0.50	
Perrot (Greenwich)	61,101	\$0.10	N/A	
Ridgefield	24,500	\$0.10	\$0.25	
Stamford	122,643	\$0.10	\$0.50	Note: \$1.00 free printing per day per card holder
Trumbull	34,752	\$0.15	\$0.15	
Westport	26,615	\$0.10	\$0.25	
Wilton	17,600	\$0.25	\$0.50	

*Responses received from area libraries to inquiry by SJH June 15, 2011*

**NOTE:** Prices from Office Max and Staples reflect copy costs, not printing from a computer. We currently charge 15 cents per copy which is set by vendor who also takes the money.

**Office Max:**

8 1/2 x 11 B & W per copy = 9 cents

8 1/2 x 11 color per copy = 49 cents with occasional sale discount at 35 cents.

**Staples**

8 1/2 x 11 b & w per copy = 12 cents - goes down on large bulk orders to 9 cents per copy

8 1/2 x 11 color per copy = 59 cents with no bulk discount

*Researched by Board Member Carol Porrata Elstein*



# TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

## MINUTES

June 9, 2011

Trumbull Library

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Members Present: Tara Liskov, Chair, James Cebulski, Vice Chair, Arthur A. Kukla, Joan B. Hamill, John J. Lauria, Antonio Petitti, Carol Porrata Elstein, Jeannine Stauder

Members Absent: Mary Whatley

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

**The meeting was called to order at 7:00pm by Chairwoman Liskov.**

**Public Session:** None

**Correspondence:** None

**Minutes:** Ms. Porrata-Elstein made a motion to approve the April 13<sup>th</sup> Minutes, as presented. Mr. Laura seconded. Mr. Kukla had one question regarding the price of e-books. Ms. Horton responded that e-books cost the same as retail books. The Fairchild-Nichols Association has made a grant to the Trumbull Library System, which will pay for the e-books, this year and next. **VOTE:** All in favor.

**Chairwoman's Report:** None

**Director's Report:** Ms. Horton reported that the Library is transitioning from Spring to Summer programming. There were 310 checkouts on e-books since the service began in March. Kindle will be added as soon as Amazon and Overdrive work out final details. The lifespan of e-books is unknown.

The One Book-One Town planning team held their second meeting on June 1st. The group voted to use the Civil War theme, but the book is yet to be determined. The group has narrowed the list of titles to three: "March" by Geraldine Brooks, "Cold Mountain" by Charles Frazier, and "Killer Angels" by Michael Shaara. All three are older titles and are works of fiction.

Ms. Horton is in the process of meeting with each manager for planning and evaluation. She has been given some great ideas, which she will compile in a report to present to the board in September. Some ideas: sending e-mails when books are becoming due, acknowledging staff when they do something well, creating a readers' advisory blog.

Ms. Horton will not be present at the July meeting; Mr. Sheehy will come in her place.

Mr. Kukla asked why no money has been spent this year for training. Ms. Horton responded that the Board had agreed previously to fund training on an as-needed basis. Ms. Stauder requested going to the Book Expo in New York next year; she has gone on her own and found it very worthwhile. Ms. Hammill wanted to know if the Library did in-service trainings and Ms. Horton said she was researching a really good Marketing professional to teach the staff how to work smarter, not harder. Ms. Hammill suggested staff trainings happen about once a year. Mr. Kukla thought it is overdue for the Board to have a retreat. Ms. Liskov suggested that Mr. Kukla look into speakers for Board training.

**Treasurer's Report:** Mr. Petitti reported the budget spending was normal; income and disbursements were quiet. Mr. Kukla asked what the expense of \$1,092 for catalog enhancement under Connecticard was for. Mr. Sheehy was brought in and he explained it was a sidebar on the computer software that made book suggestions based on borrowing history by the library patron. The Library has provided the service for several years.

**Fairchild-Nichols Branch:** Mr. Cebulski reported that no meeting was held in May, but a nominating committee was put together via e-mail.

## **Old Business**

**By-Laws Committee:** Ms. Hammill reported that she, Ms. Stauder and Mr. Petitti met last week. They worked on the Meeting Room policy. For-profit organizations cannot sell products at the Library by State mandate. Non-profit organizations can do so as fundraisers. Ms. Horton said there is a "pecking order" for reservations that are otherwise granted on a first come/first serve basis. Library programming and Town departments get first priority, then non-profit groups and finally for-profit groups. The first week of May is scheduling time for groups wishing to use the Library on a regular/monthly basis. Administrative Assistant, Judi Prusak, has been designated by Ms. Horton as the only person who can write in details of a group's room usage in the scheduling book. The Committee suggested the policy should read that space is made available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the group.

There was a long discussion about the name the Board, given the recent town charter vote to call the Library Board simply "The Library Board." Ms. Porrata Elstein made a motion to reaffirm the current name: "The Trumbull Library System Board of Trustees." Mr. Kukla seconded. Discussion ensued. **VOTE:** All in favor.

There was a discussion if fees should be raised for non-profits to \$10/hour from \$5 /hr for room rental. The fee for for-profit organizations was raised to \$50/hr for the Main Library's Community Room. Other fees: \$35/hr. for the Merwin Room and the Community Room at the Fairchild-Nichols branch, and \$25 for the Main Library's conference room will remain the same.

It was noted that there is a new policy from Town Hall which will need to be inserted into the inclement weather policy. The Chairman of the Board of Trustees is the only person with the authority to close on nights and weekends. During Town business hours, the Library follows the Town's decision.

Ms. Stauder made a motion to accept the Meeting Room Usage Policy as presented by the Policy Committee and amended by the Board of Trustees. Mr. Cebulski seconded. **VOTE:** All in favor.

The rates will be effective immediately for new requests, but previously made reservations will be for the rate that was in effect at the time of booking.

The Committee and the Board will review policies 1, 2, 3, 4 and 6 for the next meeting. They will review other policies each month after that until the entire manual is reviewed.

Mr. Cebulski made a motion that the Board not meet in August; Ms. Porrata Elstein seconded. **VOTE:** 6 in favor, one opposed. Motion passed.

**Parking Lot:** Mr. Cebulski reported the Purchasing Department received nine bids on the work, eight were accepted. The low bid was \$98,914. The Highway Department has agreed to do demolition and rough grading, and then bring the parking lot up to grade. The Town is holding \$20,000 for the project. The gap between the \$20,000 and \$98,914 is expected to be made up by the Library Board of Trustees. The Board is also responsible for the removal of trees, another \$2,500 expense. Approximately \$5,200 has been raised through fundraising to date. The Board has \$15,000 set aside for Engineering, but the Town took up that cost, leaving about \$60,000 to raise to build the parking lot. Mr. Cebulski asked permission to speak on the Board's behalf to the Board of Finance and the First Selectman, urging them to make this a Town project with a Town appropriation. The Board said yes.

**New Business:** None.

**Adjournment:** Mr. Lauria made a motion to adjourn, Mr. Kukla seconded. **VOTE:** All in favor at 8:40pm.

Respectfully submitted,

Joanne Glasser Orenstein, Clerk

Approved:

Tara Liskov, Chairman  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, July 13<sup>th</sup> at 7pm.