

TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES

AGENDA

TRUMBULL LIBRARY

Wednesday, September 14, 2011

7:00 p.m.

Public Session

Correspondence

Approval of Minutes: 7/13/11

Chairman's Report

Director's Report

Treasurer's Report

Committees

Fairchild Branch
Policy Review

Old Business

Parking lot status – Action required on donations

New Business

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, September 14, 2011

Storm "Irene"

7-Day Power Outage at Main Library

Storm "Irene" knocked out partial power to the Main Library building early on Sunday, August 28th, which meant that we lost phone lines, all computers, and most of the lights. UI visited the Library site for the first time on Thursday evening, September 1st and at that time determined the problem came from a "step down transformer" located a street over from the Library which feeds the Library and a portion of Church Hill Road. UI linesmen fixed the problem early Saturday afternoon, September 3rd. (Contrary to assumed logic, the Library's power is not received from lines on Main Street which feed Town Hall and Stop and Shop).

Staff

Eric, Judi, Louis, and Mary were in the building a good portion of the week along with myself as we struggled to keep up with the large number of returned items in the book drop, staff communication, contingency planning and working with Dmitri Paris on getting us back in service. Daryl emptied the branch book drop daily and on Thursday, September 1st the Branch, which had power and Internet access opened to a very grateful public. They also were open during their regular hours on Saturday. The rest of the Library staff had a gift of unexpected time off.

Aftermath of Power Restoration

I was in the building emptying the book drop when power was restored on Saturday afternoon, September 3rd. Within an hour Louis, Mary and I along with a dozen staff members (scheduled full time and on-call part-time employees) were checking in and shelving a week's worth of returned materials. Louis returned on Sunday to supervise another group of part time staff to complete the task. (We estimate about 1,000 items were returned daily.) Mary spent most of Monday working on restoring the computer that operates our reservation system. The staff who worked to check in and shelve materials worked tirelessly, happily and with efficiency. I cannot say enough good things about their efforts and we are indeed fortunate to have such a dedicated group of employees. Eric, Judi, Louis and Mary went above and beyond and also should be recognized for extraordinary efforts on the Library's behalf. I also want to acknowledge Jim Cebulski who dropped everything and spent Thursday evening with me at the Library while we awaited word from UI.

Comments:

Given some of the past building issues (most recently being the loss of power due to severe weather on June 23rd and the condenser exploding on June 27th and the weeklong power outage) we've experienced more than our share of disrupted services to the Trumbull community. Statistics will reflect these downtimes, but statistics will not report the strong support we have received from the community who depend on our materials

and space. Most significantly may be the fact that that “step down” unit may be the root cause of many of our most recent problems. Now that UI has fixed the unit it is my hope that most of our building woes are behind us.

Homebound Service

Trumbull Community Women have agreed to be full partners with the Library as we roll out the Homebound Service in early October. A brochure is in the final stages and guidelines for volunteers and application for the service will be reviewed when the committee meets on September 15th.

Manager Interviews

The August 29th Managers meeting to finalize the report I had hoped to present to the Board at this meeting was canceled due to Storm Irene. I hope to present our observations in October.

One Book One Town 2012

Committee members are in the process of contacting performers and speakers and will meet on September 21st to put the final framework of the overall program together.

SenSource Door Counter

Due to the unreliability of our current system of counting individuals coming into the building, we have purchased door counters which are the size of garage door openers and placed them at both entry points (children’s entrance and through main lobby). We hope that we will be able to ascertain accurate numbers in the future.

Technology

Purchasing Agent, Bob Chimini, has placed the order for our new server. Once that arrives and it is installed we will then begin replacing staff computers with the remaining funds from the capital improvements line of the 2011-2012 town budget. My computer crashed for the 2nd time in a year and I’m now working off a discarded, rebuilt machine which has limited functions. Consequently, I have lost all my contacts, important email history and calendar information and am in the process of rebuilding my records. We can’t get new machines in for staff fast enough as everyone is in the same situation and could lose their information any day.

→ Action Item - Parking Expansion

As you all know the parking expansion project has hit an impasse. The town did request that some town vehicles be moved to the lot behind the Annex to free up a few spots, but that has done little to alleviate the problem. The likelihood of us coming up with the \$100,000 to complete the project in a timely fashion is realistically unlikely. We have almost \$5,000 in donations from individuals who committed to this project and in good faith we need to inform them of our situation and/or return their donations.

I would request two decisions from the board this evening:

- Permission/authorization to ask town engineer, Steve Savarese to draw up plans for one way traffic and new handicapped and reserved spots (family or 15 minute) using current layout.

- Permission/authorization to write each individual donor to explain our current situation with a thank you for their commitment to the project. Individuals could be reimbursed for their donation or we could use what funds remain to implement special parking and one way traffic flow. For those who would like their donations returned, I would then ask Tom Hall (who is holding the money in Friends 501C3 account) to return the funds to the donors.

Activities and meetings

- 8/11 Homebound Services Planning Meeting
- 8/17 One Town One Book Programming Committee Meeting
- 8/18 Met with Branch children's staff to begin planning fall children's programming
- 9/7 FLAG @ Weston Library
 - Led Director's Club Non Fiction Book Group discussion
 - Met with Branch children's staff to finalize fall programming
- 9/8 Hosted Cable Advisory Board at Library
- 9/12 Managers Meeting
- 9/13 BEI Meeting
 - Collection Development Webinar

Respectfully submitted,

Susan J. Horton, Director
Trumbull Library System