

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES**

**AGENDA**

**TRUMBULL LIBRARY**

*Wednesday, October 12, 2011*

**7:00 p.m.**

Public Session

Correspondence

Approval of Minutes: 9/14/11

Chairman's Report

Director's Report

Treasurer's Report

Committees

Fairchild Branch  
Policy Review

Old Business

Parking lot update

New Business

Request from Connecticut Classic Arts

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, October 12, 2011

**Managers' Improvements:**

Over the past three months managers have been developing a plan to move our services forward and find ways to better utilize existing space. We have instituted some changes in the building and plan on more. Some of the more significant items include:

- Swapped furniture between Teen area and Children's
- Added a jigsaw puzzle in Teen area
- Ordered material to create a "cue" line at circulation
- Move coffee into seating area
- Consolidate magazines and remove large magazine holder and replace with more attractive browsing shelves and comfortable seating in large print area.
- Replace some of the original round tables with square or rectangle tables for better usage
- Additional signage to identify teen area coming from children's library.
- Add seating along back of building facing Church Hill Road with electricity for laptops and lighting
- Added new door counters which will allow us to remove the gates that are not working

**Amazon Kindle**

Our ebook vendor, Overdrive, has reached an agreement with Amazon and beginning September 21<sup>st</sup> Kindle users were able to download from our website. Between Sept 21<sup>st</sup> and Sept. 30<sup>th</sup>, 47 check outs took place and I am sure we'll see an even greater increase as people learn about the additional service.

**Technology**

With capital funds from the 2011-2012 budget we have purchased a new server as well as ten computers for staff. The New IT person hired for town hall does not have the expertise to install the server so the Library will need to hire an outside consultant to do the work. Ms. Rogers has been installing the new desktop computers in priority order. The goal is to have all staff computers replaced by the end of the year.

**Parking Lot**

Per directive of the Board I have contacted the town engineer to advise us on the feasibility of making the Library traffic flow into and out of the building one way as well as adding signage for handicapped, short term and family parking. He referred me to the Trumbull Police Department.

**Connecticut Classic Arts**

I have agreed to let the group display paintings in the Community Room after the 1<sup>st</sup> of the year. After their group is finished we will hang quilts as part of this year's One Book One Town Program.

**Public Library Association Conference**

I would like to request permission and funding to attend the PLA Conference in Philadelphia in March of 2012. Topics are extremely pertinent to our needs here in Trumbull as well as the close proximity.

**Activities and meetings**

- 9/15 Homebound Services Meeting
- 9/16 Clothesline Project Planning Meeting
- 9/20 Trumbull Chamber Board of Directors
- 9/21 One Book One Town Program Committee
- 9/22 TPAUD
- 9/23 Clothesline Project Planning Meeting
- 9/26 Library Managers
- 9/27 BEI Foundation
- 10/3 Library Managers
- 10/7 Clothesline Project – Hanging of the Shirts

**Reminder:** ACLB Leadership Conference, Thursday, November 10<sup>th</sup> – Rensselaer Hartford

Respectfully submitted,

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