

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

May 14, 2014

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, Treasurer Arthur Kukla, Antonio Petitti, Tara Liskov, Nancy Rupp, and Carol Porrata-Elstein

Members Not Present: James J. Cebulski and Laura Ponzio

Also Present: Sue Horton, Library Director

The meeting was called to order at 7:00 p.m. by Chairwoman Jeannine Stauder.

Approval of Minutes: Motion made by Antonio Petitti and seconded by Joan Hammill to approve the minutes of April 9, 2014 as amended. 2 Abstentions: Tara Liskov and Arthur Kukla. Motion carried.

Director's Report: "Adopt a Shelf" was discussed, as well as volunteer applications for helping the Library.

The Budget was discussed. The Town Council passed the Library budget on April 22, 2014. Filling the vacant full time circulation/technical services clerk position was also discussed.

Ms. Horton attended the first day of the Connecticut Library Association Conference, and she brought back some ideas for both the Creators' Corner and the Main Library.

The EDGE Initiative was discussed. Library managers have completed the EDGE survey.

The microphones at the Library have been repaired and all three are working well at this time.

One Book One Town was discussed. Three evaluation meetings were held by the planning committee. They are actively seeking new members with fresh ideas. The group will meet again on May 28th to begin the process of choosing the 2015 book.

Staffing issues were discussed. Both part time openings have been filled. Sean Parke will begin at the Main Library in May, and Jacqueline Bush will begin training at the Main Library in May as well.

Treasurer's Report: Memorial funds were discussed. Balances were reduced by \$2,000.00 in April. So far, Library funds remain stable. Some of the CDs will be due this June.

The Messick Fund was discussed, as well as Town funds. \$13,000.00 was received this year from the State of CT. The Merwin Trust and the Hawley Trust were also discussed. Mr. Kukla noted that everything is in good standing as of now.

Fairchild Branch: Ms. Rupp discussed the recent meeting held in April, and she noted that Katharine Farley attended the meeting and gave a report on the programming at the Library during school vacation week. Camp Fairchild involved 4 days of programming and included approximately 100 children. Ms. Farley asked for two items for the Library, a simple sewing machine, and Lego donations for a Lego program for children.

Roof repairs are in process as the weather has been improving.

Old Business: Policies were discussed, as well as ideas for beginning the process of reviewing older policies. Ms. Porrata-Elstein offered to look at some of the policies in need of review.

New Business: Mr. Kukla discussed the Strategic Plan process. He is currently researching firms. Focus groups and recent meetings were discussed. The Burger Group presentation was also discussed. Long range planning was discussed. This issue will be tabled until the next meeting.

Ms. Horton thanked Mr. Kukla for all his work and research on this project.

Correspondence: A letter was received from Susan Cappiello, regarding permission to use the Conference Room in the Library for two hours each month, for the purpose of training educators to teach literacy to blind children in grades K-12. The Board will waive the fee, and more information will be gathered with the hopes of having the group begin teaching there in September.

The monthly sales by Friends and Bernard's ongoing in library sale were discussed.

There being no further business to discuss, a motion was made by Nancy Rupp and seconded by Carol Porrata-Elstein to adjourn the meeting at 8:48 p.m. Vote was unanimous. Motion carried.

Respectfully Submitted,

Dawn Kosarko

Clerk

Approved; pending final approval by the full Board of Trustees,

Jeannine Stauder, Chairwoman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday,
June 11, 2014 at 7 p.m.