

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES**

Trumbull Library

August 12, 2015

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, Laura Ponzio, Nancy Rupp, James J. Cebulski, Nancy Lee, and John Breedis.

Members Not Present: Arthur Kukla and Tara Liskov

Also Present: Sue Horton, Library Director, and Louis Sheehy, Assistant Library Director

The meeting was called to order at 7:05 p.m. by Chairwoman Jeannine Stauder.

Correspondence: A letter was received from the Association of CT Library Boards regarding the Annual Leadership Conference. The Association is requesting nominations of people to be recognized for reaching goals and providing extraordinary support. The Board will consider this request and determine if anyone is to be nominated.

A letter was received from Carol Elstein regarding a study that was done for planning and architectural services in the town of Bloomfield, CT. The letter highlighted points relevant to a strategic plan and emphasized what is needed and not needed when in the process of architectural plan development. Ms. Horton will email the link to the study to the Board.

Approval of Minutes: Motion made by Laura Ponzio and seconded by James Cebulski to approve the minutes of July 8, 2015. Abstention(1): Jeannine Stauder. Motion carried.

Director's Report: Jackie Carlino, the Library's Program Coordinator, has completed the layout of the revised Library eNewsletter and will begin using Constant Contact to distribute it to subscribers beginning the week of August 10<sup>th</sup>.

The new custodial service has been cleaning the Library and they will be worked with on areas that need attention.

This is the 3<sup>rd</sup> year that the IMPACT Mini Golf group has asked to use the Library for their event. The event will take place on January 18, 2016. Last year they had 300 people in attendance and they gave the Library a check for \$275.00 for the use of the building. The group is exceptional in how they manage the event and leave the Library neat and clean. This is a group of young families who have banded together to raise funds for the sole purpose of giving back to the community.

Motion made by Laura Ponzio and seconded by Nancy Lee for the IMPACT Mini Golf Group to be allowed to use the Library again for their upcoming event. Vote was unanimous. Motion carried.

The planning committee for the 2016 One Book One Town is developing programs around major themes in the chosen book, *All the Light We Cannot See*, by Anthony Doerr. The group is meeting approximately every 2 weeks. New members and ideas are always welcome. Copies are available for any Board member who wishes to read the book.

At the Main Library, Emily Muller began last week and Human Resources has re-advertised the other part time circulation clerk position that is still open. Shayna Simpson began training on Thursday, August 6<sup>th</sup> at the Main Library and will begin at Fairchild next week.

1,187 individuals responded to the Library's survey. Sean Parke, a part time staff member, is working with Alan Burger to tabulate the responses and suggestions. The two phases of the strategic plan that still need to be done are the building assessment and the technology review. The technology assessment is scheduled for August 25<sup>th</sup>.

Building issues noted in the surveys include carpet cleaning, comfortable seating, better lighting, and a cafe. New cell phone usage signs will be put up. Other issues include smaller tables, Library circulation, self check-out, book clubs, under-utilization of the courtyard, outdoor seating, DVDS, and the installation of additional charging stations. Ms. Horton also informed the Board that the Library will be extending its Friday hours to 6 p.m.

More titles have been added to the express collection, and this collection has recently been moved. Hoopla will be introduced in September. Loan periods will increase from 2 days to 3 days. Zinio online magazines are being considered.

Buttons for the circulation staff and resource staff at the Library are being looked into so that patrons can easily know who to go to for knowledge about certain topics, and professional behavior guidelines for staff will be reviewed.

Tutors within the Library will need to sign in and will have designated areas. The development of guidelines for tutors in the Library is currently in process.

A new logo has been agreed upon and now RP Design is working on the internal pages of the webpage. Bookmarks with the old logo and new logo were passed around for the Board to view.

Motion made by Nancy Rupp and seconded by Laura Ponzio for the Library to use the colonial blue front bookmark with the new logo on the front and back. Abstention(1): Jeannine Stauder. Motion carried.

Treasurer's Report: Mr. Sheehy presented the treasurer's report to the Board.

The end of year balance is \$62,157.11. Standard disbursements were reviewed. Donations from the Trumbull PC Users Group were noted. 3 additional Surface Pro Laptop computers, used for computer training, have been purchased through the Town Budget. This month, \$459.00 was made from in-house book sales.

The Town Budget was discussed, including line items, capital outlay, and the strategic plan. Equipment and the computer system carried a cost of \$26,864.00. Everything seems to be on track.

Professional publications has been removed from the budget. Hoopla will cost approximately \$6,000.00. Zinio would cost about \$4,000.00. The Library is moving towards using more online products, as well as looking into what is currently still needed in-house. Circulation is currently up.

Ms. Rupp suggested the possibility of having a movie club.

The Board thanked Mr. Sheehy for the report.

Fairchild Branch: Mr. Cebulski informed the Board that the new librarian is doing very well and is a great match for the Library and the community. He also noted that they are considering upgrading the 3D Printer as it is a very successful program. There was recently a ceiling problem due to the high humidity, but it has since been corrected. The Board thanked Mr. Cebulski for his report.

Old Business: Ms. Horton noted the upcoming technology assessment for the strategic plan to be conducted on August 25<sup>th</sup>. She also informed the Board of the recent article about the Library's strategic plan in the *Trumbull Times*.

The upcoming 40<sup>th</sup> Anniversary celebration will be on September 20<sup>th</sup> from 2-5 p.m. It will be held in the lobby of the Library, with open doors. The budget for the party is \$500.00. Timothy Herbst will do the proclamation at 4 p.m. Ms. Stauder will be doing the introductions for the event. Mr. Breedis will be doing the Power Point presentation and pictures. He passed around examples of the presentation to the Board. Ms. Rupp mentioned that she would like a copy for the Library archives. A history of Trumbull Libraries was also passed around to the Board. There will be keyboard music during that time.

There will be two cakes from BJ's, one nut-free cake from Purdy Hill Bakery, punch, and homemade cookies. Ms. Rupp and Ms. Lee will be getting 40 red balloons. There will be 80 invitations made from Vista Print at a cost of \$80.00. Judi Prusak will be the RSVP contact person. 500 bookmarks will be made. A film night is being considered, to be held the Friday before the event. The film shown would be a Disney movie, *Escape to Witch Mountain*.

New Business: Ms. Stauder suggested conducting the Pledge of Allegiance before the public session of each meeting of the Trumbull Library Board of Trustees. She asked the Board to consider this request.

Ms. Stauder also brought to the Board's attention the issue of not having enough space in the Kiwanis meeting room for the public. It has been arranged to have the Merwin Room available on meeting nights.

Motion made by Jeannine Stauder and seconded by Joan Hammill for the Library Board of Trustees to meet in the Merwin Room on their regular meeting night, as needed, to accommodate the public. Vote was unanimous. Motion carried.

Fines for overdue books were discussed, and Ms. Horton identified the Library policy regarding these fines.

Motion made by James Cebulski and seconded by Nancy Lee for the Library to raise the book fine from ten cents to twenty cents per day effective September 1, 2015. Vote was unanimous. Motion carried.

Ms. Stauder also noted the issue of parking at the Library, and how more parking spaces would benefit the patrons of the Library. Proper signage and the repair of the faded yellow parking lines would also be beneficial for the Library. Ms. Rupp noted that the parking lines are also a safety issue. Ms. Stauder will look into this issue before the start of the school year.

Ms. Horton mentioned the possibility of new meeting rooms in the Library, and the continuance of upgrades within the next couple years. She also noted the possibility of bringing in an acoustical engineer to determine proper noise absorption.

Discussion continued regarding tutoring and noise abatement from tutoring, and the issue will be resolved.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 8:47 p.m.

Respectfully Submitted,

Dawn Kosarko  
Clerk

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

Jeannine Stauder  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday,  
September 9, 2015 at 7:00 p.m.

