

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES**

Trumbull Library

September 9, 2015

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

Members Not Present: Nancy Rupp

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

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

Correspondence: The letter received from the Association of CT Library Boards last month regarding the Annual Leadership Conference was discussed, and the issue of their request for nominations of people to be recognized was revisited. The Board reviewed the letter and will pass on this request.

Approval of Minutes: Corrections to the minutes of August 12, 2015 are as follows:

1. On page 3, under "Old Business," it should read, "Ms. Horton noted the upcoming technology assessment for the strategic plan to be conducted on August 25<sup>th</sup>."
2. On page 4, under "New Business," it should read, "Motion made by Jeannine Stauder and seconded by Joan Hammill for the Library Board of Trustees to meet in the Merwin Room on their Board meeting night, as needed, to accommodate the public."

Motion made by Joan Hammill and seconded by Nancy Lee to approve the minutes of August 12, 2015, as corrected. Abstentions(2): Arthur Kukla and Tara Liskov. Motion carried.

Director's Report: The Library will have a table at the Trumbull Arts Festival on Sunday, September 13<sup>th</sup>. Ms. Horton welcomed any Board member to join her and some staff members in promoting the Library.

The Town terminated the cleaning service on Monday, August 31<sup>st</sup>. The new service has been contacted to start at the end of the month. In the gap the service has agreed to cover basic cleaning services to Town buildings including the Library. Several Library managers will cover closing the building after community meetings if necessary until the service is fully operational.

Hoopla is now being offered, and beginning in September, card holders can download movies, music albums, audiobooks, comics, ebooks, and TV programs. There will be workshops on how to use the product Thursday, Sept. 10<sup>th</sup>, Friday, Sept. 25<sup>th</sup>, and Wed., Oct. 7<sup>th</sup>. Those who are interested can register for a session on the Library website. Bookmarks with information about Hoopla were passed around to the Board.

Survey responses indicated that many would like the Library hours extended to include Friday evenings and Sundays in the summer. Ms. Horton will be working on funding in the next budget cycle to staff Sunday openings and she will also be working with Library managers to adjust staff schedules to keep the Library open until 6 p.m. on Friday evenings within the next few months.

The new brochure for the Fall Lecture Series is now ready and the four programs scheduled are "CT Beardsley Zoo: Your 21<sup>st</sup> Century Neighborhood Zoo," on Tuesday, October 6<sup>th</sup>, "Traveling to India," on Tuesday, October 13<sup>th</sup>, "Central Park," on Tuesday, October 20<sup>th</sup>, and "First Ladies in the Family: Abigail Adams and Louisa Adams," on Tuesday, October 27<sup>th</sup>. Each lecture begins at 10 a.m.

Some of the programs planned for the 2016 One Book One Town include: French soup luncheon and book discussion, the music program featuring a blind singer and a braille teacher which ties into the Mallett Lecture Series, a program on birds of prey which will include live birds, building crystal radios, the Debate between St. Joseph's and Trumbull High School, a program on guide dogs, podcasting, a family movie and pizza night featuring *20,000 Leagues Under the Sea*, programs with the Trumbull Nature and Arts Center such as creating fairy gardens, a program with Frenchtown School's "CT Invents" Group, and Mineral Mania. Mr. Kukla noted that publicity is needed for these programs. Sensitivity Days were also discussed. The purpose of these days is to focus on teaching children what it is like to be disabled.

Ms. Horton told the Board that she and Mr. Louis Sheehy met with the Assistant Superintendent of Trumbull Schools to discuss the procedure for tutors using the Library. It was agreed that tutors will sign in at the Information Desk upon arrival and use the teen center area when in the building. Ms. Horton noted that the intent is to make tutoring sessions as least disruptive as possible.

The Strategic Plan Technology Review was conducted on August 25<sup>th</sup>. This report will be part of the final document presented to the Board. Ms. Horton will contact Mr. Allen Burger of Library Development Solutions for information on the final results.

The issue of raising book fines was revisited, as separate fines for children's materials were not considered. The technical services librarian would need considerable time to make manual changes to the cataloguing system for increased fines because these fines would be different amounts. Ms. Horton also requested a period of amnesty prior to introducing the increase to Library patrons.

Motion made by Laura Ponzio and seconded by Nancy Lee for the raising of both children and adult Library book fines to be postponed until October 2015, after more research has been conducted and further discussion takes place during the next Board meeting in October. Vote was unanimous. Motion carried.

Mr. Louis Sheehy was welcomed to the meeting at this time to discuss a recent breach of security/cash theft that took place at the Main Library. A police report was filed and discussion regarding security procedures such as the implementation of safes and cameras took place. Staff at the Library has been alerted and educated. The Board thanked Mr. Sheehy for his time and attention to this matter.

Treasurer's Report: There was a decrease in video funds of \$150.00 for the last 2 months. Revenue for videos(39%) is from fines and is increasing. There is concern about the use of DVDs decreasing. Free DVDs were discussed as well as additional fines.

Fundraising disbursements during the month were reviewed. The children's department sells used books and raised \$2,073.99 which was enough to cover the cost of canvas tote bags which were the give-away prizes as part of the summer reading program.

Use of the dumpster cost \$175.00, and this could possibly be a monthly charge. 50% of the dumpster items consist of old books, magazines, and encyclopedias that cannot be sold.

The computer maintenance program was discussed, and it was noted that 91% of the budget is spent on this program, under equipment building maintenance.

Mr. Kukla asked the Board about using the Messick Fund which now holds \$2,559.00. It was determined that the Messick family would prefer that only the interest from this fund be spent. The Board thanked Mr. Kukla for his report.

The Fairchild Branch: Mr. Cebulski told the Board that everything is moving along at the branch. The air conditioning system has been fixed, and the cooling is system is now functioning properly. Programming at the branch is doing very well. Information about adult programs is available on the website.

Old Business: The Technology Review report is needed for the Town Building Committee, as well as for an overall status on the Strategic Plan process. The part of the plan that deals primarily with building issues will be part of the final document, which has not yet been scheduled. Ms. Horton will inquire about this part of the Strategic Plan.

Ms. Lee presented an update on the 40<sup>th</sup> Anniversary Event to the Board. There will be no film night before the event. "Music with Mandy" was discussed along with the budget for the event. Ms. Ponzio mentioned that there will be an article in the Trumbull Times about the party. She also brought the Proclamation for the Board to read, and she noted that bookmarks have been ordered. A flyer was also shown to the Board. Ms. Horton sent out invitations to past Library Board members. The Board thanked Ms. Horton and also thanked Ms. Lee for all of her help with the planning of this event.

The issue of Library book fines was mentioned again. This issue has been looked at again because of Ms. Horton's concern about the fine for children's books. The Board has already voted to increase fines to 20 cents as of September 1<sup>st</sup>. This issue will be tabled until the next Library Board meeting in October.

A Domestic Violence awareness candlelight vigil will be held on Wednesday, October 14<sup>th</sup>, the same evening as the next Library Board meeting.

Motion made by Tara Liskov and seconded by Laura Ponzio for the regular Library Board meeting to be rescheduled from 7 p.m. to 8 p.m. on October 14, 2015. Vote was unanimous. Motion carried.

Ms. Stauder expressed the need for Library policies to be reviewed. Mr. Cebulski and Mr. Breedis volunteered to help review the policies.

Name tags for Library Board members were distributed.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 8:16 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, October 14, 2015 at 8:00 p.m.