

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

October 14, 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

The meeting was called to order at 8:00 p.m. by Chairwoman Jeannine Stauder.

Public Session: The Board welcomed Kara Canney, Children's Librarian to the meeting. Ms. Canney explained to the Board that fine increases for children's books will have a negative impact on the circulation in the children's department. She noted that patrons can regularly take out 20-53 books at a time, and even 1 or two days late could cause them to incur a \$10.00 fine. She emphasized that parents are supposed to be reading to their children twenty minutes per night, and picture books take a parent approximately 5 minutes to read. This alone shows that they would need to read about 4-5 books per evening. The Board thanked Ms. Canney for her time.

Correspondence: Ms. Horton passed out the Association of CT Library Boards 2015 Trustee Leadership Conference flyer to the Board. This was briefly discussed, and anyone who would like to attend will respond to Ms. Horton as soon as possible.

Approval of Minutes: Corrections to the minutes of September 9, 2015 are as follows:

1. On page 4, in the first paragraph under "Old Business," it should read, "Ms. Horton mentioned that there will be an article in the Trumbull Times about the party."

Motion made by Laura Ponzio and seconded by John Breedis to approve the minutes of September 9, 2015, as corrected. Vote was unanimous. Motion carried.

Director's Report: Based on survey responses and forum comments there are several areas where improvements can be made to the current space including shelving on the main floor, better seating in the teen area, and a rotating technology replacement plan. Ms. Horton expressed that Board input would be helpful in establishing priorities with regards to capital improvements.

Ms. Horton noted that the strategic planning process is underway. Alan and Leslie Burger met with the planning committee on September 30th and will be returning to Trumbull on Saturday, October 24th to conduct a retreat. At that time the group will determine the goals for the foreseeable future and establish core values. Leslie Burger is working on a building assessment.

Ms. Horton asked the Board to consider keeping the children's materials fine at the current level of \$.10 cents per item.

The Fall Lecture Series is in effect, and has been very well received. The CT Beardsley Zoo: Your 21st Century Neighborhood Zoo lecture took place on October 6th with 27 people in attendance. The remaining three programs scheduled are Traveling to India on October 13th, Central Park on October 20th, and First Ladies in the Family: Abigail Adams and Louisa Adams on October 27th. Each lecture begins at 10 a.m. Attend any or all.

For One Book One Town, the Programming Committee is meeting bi-monthly and has determined the programs for this year's effort and will begin working on the brochure and funding within the next few weeks.

Ms. Horton stated that the afternoon of September 20th, the Open House for the 40th Anniversary Celebration, was a good day in the life of the Trumbull Library. Both musical programs, Steve Katz for adults and Music Mandy for families were well attended. Several people attended the official proclamation ceremony and the Board did an excellent job as hosts and hostesses of the event. Ms. Horton thanked the Board for their diligence and hard work. She noted the bookmarks that are available at all service desks for the public to take, and also the slide presentation created by Mr. John Breedis. The Board was thanked for a job well done.

Within the next month, the Library will be at a full contingent of staff, which has not occurred in at least 6 years.

Treasurer's Report: Mr. Kukla noted that there has been a monthly charge on the Library checking account, and this has since been corrected. The account has been changed to a non-interest bearing account, and fees have been refunded. Fees for credit checks requested from outside sources were also discussed.

Miscellaneous video funds have decreased \$1,000.00 in 3 months.

The Board reviewed the Hyman Fund and accrued interest, as well as the Messick Trust, and books can be purchased with these sources.

As far as the Budget, there is nothing extraordinary to report. Lecture Series income was noted.

Miscellaneous expenses were looked over and the Branch is to be responsible for payment of water for the water cooler.

Fairchild Branch: There was nothing extraordinary to report, and all is well at the branch. The new Branch Manager is doing well and the Library is operating with a full staff.

Old Business: The budget of \$500.00 was used for the 40th Anniversary Celebration, which included invitations, paper goods, cakes, punch, bookmarks, and shipping costs. Mr. Breedis noted that many pictures were taken during the event, and they will be compiled into a portfolio. Approximately 80 people were in attendance. A crystal punch bowl set was donated to the Library by Ms. Mary Keane.

Ms. Hammill told the Board what the current book fines are for local libraries including Fairfield, Bridgeport, Monroe, Stratford, Easton, and Westport.

Motion made by John Breedis and seconded by Nancy Lee to increase book fines for adults and children to fifteen cents. Vote was unanimous. Motion carried.

Motion made by James Cebulski and seconded by John Breedis to have the new book fines take effect on January 1, 2016. Vote was unanimous. Motion carried.

Mr. Breedis and Mr. Cebulski are in the process of reviewing and updating Library policies. Changes will be brought to Ms. Horton and to the Board to look over. Some policies in need of updating include tutoring in the Library, scheduling policies, and exhibits and displays. Ms. Horton noted that the paintings currently hanging in the Library have gone through the correct process for the Library's updated exhibits and displays policy.

New Business: Weekend sorting of donated books was discussed as well as in-house book sales. Older books have been pulled and collections have been organized, including non-fiction titles. Bookshelves have been consolidated. The Friends of the Trumbull Library alerted the Board that there will be no book sales in February and March.

The next meeting of the Trumbull Library Board of Trustees will be held on Tuesday, November 10th as the Library is closed for Veteran's Day, Wednesday, November 11th.

The Board shared ideas for fund raising for the Library. Ms. Hammill mentioned that she met with Jackie Carlino, Programming Coordinator, to develop fundraising plans. "A Taste of Trumbull," and "Trumbull Has Talent," are a few possible ideas, that would include local restaurant tastings, musical programs, and other entertainment. The intent is to show the Library as a cultural center for the Town.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 9:25 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 Tuesday, November 10, 2015 at 7:00 p.m.