

## TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES MINUTES

Trumbull Library

November 10, 2015

---

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

Members Not Present: Arthur Kukla and Nancy Rupp

Also Present: Sue Horton, Library Director

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

Public Session: No one from the public present.

Correspondence: No correspondence.

Approval of Minutes: Corrections to the minutes of October 14, 2015, are as follows:

1. On page 1, in the first paragraph under "Approval of Minutes", it should read, "Ms. Horton mentioned that there will be an article in the Trumbull times about the 40<sup>th</sup> Anniversary Party."
2. On page 2, in the 3<sup>rd</sup> paragraph of the Treasurer's Report, correct spelling should be "Heimann Fund."
3. On page 3, in the first paragraph (which is 4<sup>th</sup> paragraph of the Treasurer's Report), it should read "Miscellaneous expenses were looked over and the branch is to be responsible for payment of water for the water cooler at the Fairchild Branch."

Motion made by Joan Hammill and seconded by Nancy Lee to approve the minutes of October 14, 2015, as corrected. Vote was unanimous. Motion carried.

Director's Report: Ms. Horton discussed the breakdown of income received from the in-house library on-going book sales and that there is a steady stream of income. Discussion of possibly beginning online book sales again.

Ms. Horton asked the board to consider a monetary donation towards the staff holiday party. After discussion by board members, a motion was made by James Cebulski and seconded by John Breedis to allocate \$500 for the staff holiday party. Vote was unanimous. Motion carried.

All board members were mailed notes from the October 24 Strategic Planning Committee meeting. Final report from the Burgers is expected in December.

Ms. Horton announced that the new library website was launched on Monday, November 9.

Ms. Horton told the board that the dumpster that was used to throw old books away was taken away. It appears that the company who owned the dumpster was not making enough money from the library and removed it. Ms. Horton says there is a problem because the library is throwing out about 9/10's of what is being donated by patrons. Patrons are donating old books and they need to be thrown out (recycled) and the library has to pay for it to be thrown out. It has cost \$175 each time the dumpster has been emptied. After the last Friends book sale, they left a lot of books to be thrown out. The library now has two large recycling bins to use to throw out the books. It will cost \$25 to use these large bins each time they are emptied. Ms. Horton had contacted the town to see if they can get rid of the books, but Mr. Alan White says the town cannot get rid of the books. The cost needs to come out of the library budget. The board asked Ms. Horton to find a new dumpster company at a lower cost. Also, to contact the Friends to ask that they share in the cost of getting rid of the books.

Treasurer's Report: Ms. Stauder gave Mr. Kukla's report that the budget is \$2,000 lower than July.

Fairchild Branch: Mr. Cebulski reported that the new programming is doing well and the Fairchild Association is looking into getting a new generation Maker Bot. Mr. Cebulski suggested a way to generate income for the branch and the main library to loan out items which grandparents may need if they have grandchildren visit – strollers, baby items, games.

Old Business:

Policies for Review: Computer and Internet Policy and Cell Phone and Other Portable Electronic Devices Use Policy

Tara Liskov suggested these corrections for the "Computer and Internet Policy":

1. Paragraph 1(a) should read "The Trumbull Library System's commitment to information service reaches beyond the physical walls of our buildings through use of the Internet."
2. Paragraph 2(f) should read "Library staff members are available to help patrons access the Internet. Patrons in need of in-depth assistance may make an appointment with a Reference librarian."
3. Page 2, 4<sup>th</sup> line – remove apostrophe from the word "its".

Board will vote on both policies next month.

Next policies for review will be Display Case Policy, Meeting Room Usage Policy, and Lost Book Fees Policy.

Strategic Plan – Ms. Horton suggested changing Information Desk to be called Help Desk.

New Business:

Fundraising Ideas: Ms. Horton said that the Burgers suggested that the board have something planned every year. Suggested ideas from board members include selling books online; dinner dance; loaning out baby items. Ms. Hammill will contact Jackie Carlino, Library Programming Coordinator, about her ideas and the possibility of holding a dance at library in late spring or early fall. Consider a fundraiser to improve teen area to replace aging computers, new seating and collaborative work station.

Budget for 2016-2017 Preliminary Discussion: Ms. Horton reviewed budget items: salaries of full time and part-time employees and the possibility of increasing the hourly rate for Sunday hours; increasing e-book budget; replacement of computers – since most patrons are using their own equipment suggested only replacing 8 computers instead of the current 12 computers; should save money on service contracts since the town has changed the copier lease.

Ms. Horton suggested leaving \$20,000 in the capital line of the budget and shared document detailing potential improvements based on surveys and focus groups (using a combination of capital budget, board funds and fundraising): Self check; Study space using Plexiglas dividers; new book display; bench seating beside circulation desk; café seating in lobby; courtyard seating; new desk for Information area; adding hours on Sundays during summer or extending Friday hours.

Board members suggested adding money to budget to increase the hours of the Programming Coordinator to 25 hours.

Nominating Committee for 2016 Board Officers: Ms. Sauder asked for volunteers for the Nominating Committee. Laura Ponzio, Joan Hammill and Tara Liskov volunteered to serve on the Nominating Committee.

ACLB Conference – Mr. Breedis shared information he received from the ACLB Conference on November 6: Utilize social media to promote the library by sharing, exchanging information through Facebook, Twitter; ask for feedback on services. Promote how the library saves patrons money: Return on Investment – for example savings from borrowing a book versus purchase. Ms. Horton said Jackie Carlino is putting together a packet for realtors.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Laura Ponzio  
Trustee

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

Jeannine Stauder  
Trumbull Board of Trustees

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