

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES**

Trumbull Library

December 9, 2015

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

Also Present: Sue Horton, Library Director, Louis Sheehy, Assistant Library Director, and Nancy Rupp, former Library Board member.

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

Chairwoman Stauder introduced a new member of the Library Board, Rachel Branyan. Ms. Branyan thanked the Board and she is enthusiastic about serving and being part of the group.

Ms. Nancy Rupp attended the public session and thanked the Board for being able to serve. She will not be reappointed to the Library Board.

Correspondence: Ms. Stauder read a letter to the Board received by Ann Germano, thanking the Board for all of the good things the Library provides including meetings, book selections, DVDs and CDs, children's programs, One Book One Town, and the many events held at the Library.

A notice was received from former Board member Nancy Lee and was read to the Board, asking that she not be reappointed to the Library Board. She thanked the Board for the opportunity to serve.

Approval of Minutes: Corrections to the minutes of November 10, 2015 are as follows:

1. On page 1, under Approval of Minutes, the T in Trumbull Library should be capitalized.
2. On page 3, Ms. Stauder's name should be spelled Jeannine Stauder.
3. On page 2, under the Treasurer's Report, it should read, "\$2,000.00 lower in July for video income."

The Board thanked Ms. Ponzio for completing the minutes for November's Board meeting.

Motion made by Joan Hammill and seconded by James Cebulski to approve the minutes of November 10, 2015, as corrected. Abstentions (2): Arthur Kukla and Rachel Branyan. Motion carried.

Director's Report: Mr. Sheehy has arranged for a smaller dumpster to be provided for the Library, which will cost \$110.00 per month with weekly pick-ups.

Ms. Horton discussed school exam week with the Board, and noted that several libraries extend their hours during this week.

Motion made by Laura Ponzio and seconded by John Breedis for the Library to remain open until 10:00 p.m. during the regular school exam week on January 19<sup>th</sup> and 20<sup>th</sup>. Vote was unanimous. Motion carried.

Jackie Carlino, Program Coordinator, has made One Book One Town selection, *All the Light We Cannot See* book cover ornaments for the Library tree, and copies of the book are circulating well.

Ms. Horton spoke with Library Development Solutions, and the Strategic Plan is being completed. The Burgers will follow up with the progress within the next couple of weeks.

Ms. Horton distributed the "2014-2015 Year In Review" fact sheet to the Board. This review covered the total number of books, eBooks, CDs, and DVDs that the Library currently has in its collections, the total number of visitors that came to the Library last year (251,088), and the total number of items borrowed from the Library. The review also covered Library support, taxes, and sources of income for the Library.

Treasurer's Report: Video funds are down approximately \$2,400.00, totaling \$5,000.00 for the year. Slowing down the outflow by shifting expenses was discussed, as well as preserving video/DVD funds.

Mr. Kukla discussed the Heimann Fund with the Board, noting that the interest earned has not been spent. He will be attempting to contact the family to discuss use of these funds.

The Bridgeport Regional Business Council will be having their annual dinner, and Ms. Horton has asked Library staff member, Linda Panovich Sachs, who is a new Chamber member, to attend representing the Library. As a former business librarian, Ms. Sachs will bring extensive expertise to the Chamber board.

Ms. Stauder noted the possibility of obtaining grants from the State when charge on videos is eliminated in next few years.

Everything else is going well at the Library and there is nothing extraordinary to report.

Fairchild Branch: Mr. Cebulski reported that the Library is running smoothly. The outside bench and guardrail have been replaced. The MakerBot is running well and does not need to be replaced yet.

The children's programs have been well received. The cleaning service has been doing well.

Ms. Stauder noted that there may be a need for the Library to change their hours, as they are currently closed on Fridays and Sundays. This will be discussed at a future date.

Old Business: The Board welcomed Mr. Louis Sheehy to the meeting. Anticipated revenues for 2016-2017 were compiled and distributed to the Board. This report included trust income, DVD rentals and fines, Connecticard, Friends of the Library, special revenue accounts, fundraising and internal book sales, gifts and donations, individual donors, and One Book One Town.

The current budget and budget request was distributed to all Board members.

Full time and part time salaries, overtime, longevity, and Board clerk fees were reviewed. Program expenses, material/office supplies, the book and material budget, postage, maintenance contracts, equipment and building maintenance(including all maintenance for computer systems within the building), maintenance supplies, and refuse removal were also reviewed and discussed.

The Capital Outlay was reviewed, and it was noted that computers are replaced on a 4 year cycle.

Mr. Sheehy also went over expenses for rental leases, heat, electricity, water, and telephone. He noted that the total increase is approximately 3%, and most of this percentage is in salaries.

The Board thanked Mr. Sheehy for his report.

Policies for approval including the Cell Phone Policy and the Computer and Internet Usage Policy were distributed to the Board for review.

Motion made by Joan Hammill and seconded by Tara Liskov to accept the new cell phone usage policy as presented on December 9, 2015. Vote was unanimous. Motion carried.

Motion made by Tara Liskov and seconded by Arthur Kukla to accept the new Computer and Internet Usage Policy, with typographical and grammatical errors corrected. Vote was unanimous. Motion carried.

Bylaws and the responsibilities and duties of administrative assistants and Board clerks were discussed.

Ms. Stauder and Ms. Hammill will continue to look into fundraising for the Library.

Website observations include usage of the side bar, efficiency and appeal of the site, and its overall functionality. Color and the Library logo were also noted. Any possible changes to the website will not be made for several months, and public feedback about the current website will be collected before any changes are made.

New Business: Presentation of the slate and vote for 2016 Board Officers commenced. The slate proposal is for the same leadership, Ms. Stauder as Chairwoman, Ms. Hammill as Vice-Chairwoman, and Mr. Kukla as Treasurer.

Motion made by Tara Liskov and seconded by John Breedis to accept the 2016 slate of officers for the Trumbull Library Board of Trustees. Vote was unanimous. Motion carried.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 8:52 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, January 13, 2016 at 7:00 p.m.

