

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

Trumbull Library

February 10, 2016

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, Laura Ponzio, John Breedis, Tara Liskov, James Cebulski, Rachel Branyan (arrived 7:20 pm)

Members Absent: Rosemary Seaman, Arthur Kukla

Also Present: Susan J. Horton, Library Director, Louis Sheehy, Assistant Library Director

Chairwoman Stauder called the meeting to order at 7pm.

Correspondence:

A letter of thanks from the library staff who attended the holiday dinner underwritten by the Board was shared.

A letter from Jamie Stauder of the Long Hill Garden Club, which requested permission to have periodic raffles at their meeting which are held at the library, was shared. Ms. Stauder will contact Ms Stauder to discuss.

A request for our Board to join The Connecticut Association of Library Boards was read.

Motion made by Laura Ponzio and seconded by James Cebulski to join the CT Association of Library Boards for a \$100 fee. Motion carried. Vote: Unanimous.

Minutes: The Minutes of the January 13, 2016 were reviewed.

Motion made by John Breedis and seconded by James Cebulski to accept the minutes as presented. Motion carried. Vote: 4 For, 1 Abstain.

Director's Report: Ms Horton reported that she receive the proposed town budget today. The Library's proposed budget was incorporated as presented, except that the \$10K to expand the e-book collection was removed. Ms. Horton and Mr. Sheehy will present the budget to the Board of Finance on February 16, 2016. Ms. Horton also reported that the expanded library hours for mid-term exam week were well received. She even ordered pizza for the kids who were at the library late. She reported that ^{she}we received a check for \$625 from IMPACT as result of their recent mini-golf tournament that was held in the library. An Emedia pamphlet and the final One Book, One Town pamphlet were distributed.

Treasurer's Report: Mr. Sheehy reviewed the various budget and circulation reports.

Fairchild-Nichols Branch: Ms. Branyan reported that the Fairchild-Nichols Board was very interested in extending the hours of operation at the Branch, but they feel the Town, not the Trust, should fund the cost. She also reported that the Creators' Corner continues to thrive.

Policy Committee:

The Patron Conduct Policy was reviewed. There was discussion regarding a patron complaint about the noise of tutoring in the library. Members felt this was covered sufficiently in the policy. Furthermore, the proposed new plexiglass small meeting rooms will help to alleviate excess noise in the library.

Motion made by Mr. Breedis and seconded by Ms. Branyan to accept the policy as presented, with minor typographical changes. Motion carried. Vote: Unanimous.

The Teen Programming Policy was reviewed. Minor typographical changes were discussed.

Motion made by Mr. Breedis and seconded by Mr. Cebulski to accept the policy as presented, with minor typographical changes. Motion carried. Vote: Unanimous.

The Unattended Children Policy was reviewed.

Motion made by Mr. Cebulski and seconded by Ms. Branyan to accept the policy as presented. Motion carried. Vote: Unanimous.

Old Business:

Strategic Plan: The Building Space Analysis report of the Strategic Plan was distributed for review. Members were asked to review after the meeting, and it will be discussed at the March meeting.

Board Fundraising: Bernard Klem emailed Ms. Stauder with a suggestion for fundraising. His "Library for Sale" idea would have supporters "buy" areas or sections of the Library. The Board felt this suggestion could be incorporated into the fundraiser that is currently being investigated. They felt an emphasis on a specific project (i.e. Teen Center and "buy a chair") would make this type of fundraiser most effective.

The idea of a restaurant tasting as a fundraiser was discussed again. Ms. Hammill and Ms. Liskov will research the feasibility of restaurant participation and report back to the Board at the March meeting. A fall fundraiser is being considered.

Friends: There was discussion about whether the Friends meet the needs of the Library at this time. Increasingly, fundraising support, outside of book sales, is needed.

Mr. Cebulski will meet with the Friends to discuss this. He will also meet with the Town Attorney to discuss whether a 501(c)3 is needed for fundraising by the Board.

Mr. Breedis asked whether the framing of the proclamations for the 40th anniversary of the Library was underway. Ms. Horton said she would follow-up and report back to the Board at the March meeting.

New Business: Ms. Horton reported that the Friends have donated \$16K to the Library for 2016. It is divided as follows: \$4K for the Summer Reading Program, \$2K for e-books, and \$10K for collection development. She also reported that she has requested 3 bids for the self-check stations. She is also researching Zinio, which is an electronic magazine provider. Ms. Horton encouraged the Board to have her successor continue the community involvement she has fostered. She also asked board to consider sponsoring Jackie Carlino, our Program Coordinator, in her place, for the coming year until it is determined if a new director is interested in being a Rotarian.

Ms. Horton requested an Executive Session of the Board for the purpose of personnel discussion.

Motion made by Ms. Hammill and seconded by Mr. Breedis, to go into Executive Session at 8:37 p.m. Ms. Horton was invited to participate in the session. Motion carried. Vote: Unanimous.

Motion made by Ms. Ponzio and seconded by Mr. Cebulski to leave Executive Session at 8:47 p.m. Motion carried. Vote: Unanimous.

Motion made by Ms. Hammill and seconded by Ms. Branyan to adjourn meeting at 8:50 p.m. Motion carried. Vote: Unanimous.

Respectfully submitted,



Tara Liskov

Approved; pending final approval of the full Board of Trustees
Jeannine Stauder, Chairman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, March 9, 2016 at 7pm.