

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

June 8, 2016

Members Present: Chairwoman Jeannine Stauder, Vice Chairwoman Joan Hammill, Treasurer Arthur Kukla, Tara Liskov, John Breedis, Jim Cebulski, and Laura Ponzio

Members Not Present: Rosemary Seaman and Rachel Branyan

Also Present: Susan Horton, Library Director

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

Pledge of Allegiance.

Public Session: The Board welcomed 3 of the Friends of the Trumbull Library to the meeting, Alissa Heilbrunn, Lori Sabourin, and Shelley Hall. Mr. Kukla encouraged them to ask questions, as well as to give suggestions and input on any issues they may want brought to attention, and especially encouraged them to provide input for the upcoming fundraising event planned for November 2016. The event, "Taste of Trumbull," will feature 8+ new restaurants, and many other restaurants and shops in Trumbull, which will provide gift certificates, appetizers, and wine from different wine shops in Town. The Board asked for the Friends' feedback regarding selling tickets for the event at the book sales, and also if they could provide a mailing list.

The "Taste of Trumbull" fundraiser for the benefit of an upgraded Teen Center in the Library, will be held on November 6th from 5-7 p.m., featuring American Songbook and jazz music from Steve Moran. Prices are \$25.00 per person and \$40.00 per couple. The Board discussed fundraising with the Friends as well as expressing the need for their involvement. The event is to help provide teens with an updated, dedicated Library space with new furniture and shelving, and possibly new laptop computers in the future. The Friends agreed to look into the fundraising opportunity and prepare a mailing list of their members.

Ms. Heilbrunn mentioned to the Board that they could use some help with the book sales. The Board said they are very willing to help and work together. All noted the need for more and better communication all around. Ms. Hammill, Ms. Liskov, and Ms. Stauder offered to help with the sales in the near future, and the issues of volunteers needed and the limited amount of space at the Library were discussed.

Ms. Heilbrunn told the Board that the Friends' book sales will be reduced to possibly 5 sales per year instead of the usual 10 annual sales.

The Board thanked the members of the Friends of the Trumbull Library for attending tonight's meeting.

Approval of Minutes: Corrections to the minutes of May 11, 2016 are as follows:

1. On page 2, the second sentence under the Treasurer's Report should read, "The Friends of the Trumbull Library estimate that \$16,000.00 could be available for Library use."

Motion made by Arthur Kukla and seconded by Laura Ponzio to accept the minutes of May 11, 2016, as corrected. Abstentions(2): Jeannine Stauder and Tara Liskov. Motion carried.

Motion made by Laura Ponzio and seconded by John Breedis to accept the minutes of April 13, 2016, as corrected. Abstention(1): James Cebulski. Motion carried.

Director's Report: Ms. Horton noted that there are funds to create two small study rooms as well as to purchase outside furniture for the courtyard. Allocated funds for this will only be available until June of 2017.

The Library will remain open until 10:00 p.m. on Tuesday, June 7, and on Wednesday, June 8 to accommodate students who wish to study for final exams.

Ms. Horton will complete 9 full years of service to the Trumbull Library System as of June 17, 2016. She has served on the Chamber Board of Directors, the BEI Board of Directors, the Cable Advisory Committee and TPAUD, and served as president of FLAG(Fairfield Libraries Administrators Group).

She has also made many changes and additions to the Library during her tenure including upgrading many parts of the Library, creating the Teen Spot and creating a Business and Career Center in partnership with Trumbull Chamber, developing and implementing the One Book One Town program, establishing Library guidelines and policies, redesigning the Library webpage, and introducing an online e-newsletter. These are just naming a few of Ms. Horton's many accomplishments made during her time at the Trumbull Library.

The Board wishes Ms. Horton the very best and thanked her for everything she has done.

Treasurer's Report: Miscellaneous video has continued to decrease, down approximately \$2,000.00 this month. There is nothing extraordinary to report with regards to disbursements.

Regarding the budget, there will likely be some unused funds in both full time and part time salaries. For the capital outlay, all \$7,000.00 will be spent as 15 new computers are in the process of being purchased for both patrons and staff.

Ms. Horton pointed out the positive effects and overall efficiency of the solar panels. Circulation has increased.

Fairchild Branch: Mr. Cebulski reported that the branch held its annual meeting. He discussed the attendance discrepancies that were reported regarding use of the Library's 3D Printer and found that this program has continued to be very well attended. Recently one of the teen volunteers from Fairchild Wheeler won an award for using it creatively.

Summer programs are well funded and are being coordinated with the Main Branch.

The Managing Librarian, Maria Zervos, is doing very well.

Old Business: Ms. Liskov discussed the tax exemptions with the Board and getting a 5013C. It was determined that obtaining one is not necessary. Giving receipts for large contributions was also discussed.

New Business: The Strategic Plan document was reviewed. Right now, the parking lot is the most important aspect, with the Community Room and Lobby following close behind. Cost ranges were explained as well as making a request for a proposal.

Circulation, Information, Young Adult, and study and meeting rooms all need work, and currently there is approximately \$11,000.00 for this work to be done. The parking lot was also further discussed along with handicap accessibility, and the effects of making any changes to the building. Mr. Kukla will be starting the paperwork for the parking lot.

Ms. Stauder reported to the Board that Mary Rogers attended the Library Conference, and she suggested that Mary possibly attend a Library Board meeting to explain what was done at the Conference. Ms. Stauder also suggested this be a monthly activity, where a Library staff member can attend a meeting each month to discuss projects, events, and anything else going on at the Library.

The Search Committee has received 16 applications, and 2 letters have gone out to applicants that an interest was taken in. Broadening the search online may be helpful, as well as making the job description clearer.

There being no further business to discuss, Chairwoman Jeannine Stauder adjourned the meeting at 8:12 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, July 13, 2016 at 7:00 p.m.