

**TRUMBULL LIBRARY SYSTEM BOARD OF TRUSTEES
MINUTES**

Trumbull Library

September 14, 2016

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

Also Present: Louis Sheehy, Assistant 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 Shelley Hall and Lori Sabourin to the public session of the Library Board meeting. The Friends thanked the Board for having some of their members assist with their recent book sale, and help sort and prepare the books for the sale.

The Friends requested use of one or two of the currently empty shelves at the Library. The Board found this a reasonable request, and will take this request into consideration. They will look into how this shelving is being used and respond to the request.

The Friends' book sales were further discussed, as well as donating books. Ms. Hall mentioned to the Board that many of their books are donated to places that need them such as children's groups and juvenile and adult prisons. The Board also recognized all the work that the Friends do when it comes to preparing for the book sales.

A schedule for the Friends to come to the Library to sort books and prepare for their sales was discussed. The Board requested a copy of the Friends' Newsletter. The Board thanked the Friends for their time.

Correspondence: The Board received a thank you card from the Petitti family, thanking the Board for the flowers given for Rocco Mancini.

The Association of CT Library Boards Meeting will be held on November 4th. Anyone that is interested in going should sign up as soon as possible.

Approval of Minutes: Corrections to the minutes of August 10, 2016 are as follows:

1. On page 1, under Public Session, it should read, "The Board welcomed Jackie Carlino, Programmer, to this public session meeting of the Trumbull Library System Board of Trustees."
2. Also on page 1, in the second paragraph under Public Session, it should read, "She also mentioned that the book selection needs to be read in order to be approved or disapproved."
3. On page 2, under the Director's Report, it should read, "Grand total circulation is for 444,625 items, with 433 less checkouts, again starting to level off for the 2015-2016 fiscal year."
4. Also on page 2, under the Treasurer's Report, it should read, "This month's video expenditures totaled \$700.00 more than income, for a total of \$8,500.00 on an annual basis." The remainder of this paragraph should be completely removed.
5. Also on page 2, under the Treasurer's Report, the second paragraph should read, "Forty-two percent of the book budget has been spent/encumbered within the first month of the budget year."
6. Also on page 2, under Fairchild Branch, the first paragraph should read, "Ms. Branyan spoke to Kathleen Durand regarding the Rotary Club and they will not be meeting past 8:00 p.m."
7. The second paragraph under Fairchild Branch should read, "Mr. Cebulski's term will be ending this year." The remainder of this sentence should be removed.
8. On page 2, under New Business, the third paragraph should read, "when looking at past programming for One Book One Town, an average cost of the programs was figured to be \$8,887.00."

Motion made by Arthur Kukla and seconded by Rachel Branyan to accept the minutes of August 10, 2016, as corrected. Abstention(1): James Cebulski. Motion carried.

Director's Report: Mr. Sheehy reported to the Board that interviews for the 3 part-time positions have begun and the Town now has 41 total applications.

Mr. Sheehy distributed a report of the Summer Reading Program to the Board, explaining that the number of those attending the programming, as well as which schools are involved is being tracked. The raffle and awarded gifts were discussed, and it was noted that over 800 children were involved. The Friends of the Trumbull Library contributed \$4000.00 to the summer reading program, and it had a very successful turnout.

Treasurer's Report: Miscellaneous video income was \$1,000.00 more than expenses. DVDs have been purchased. The only revenue this month is video and book sales. Expenses have been minimal. Overall it has been a quiet month. The Stern Fund was discussed and these funds can only be used for books, not programming.

Fairchild Branch: The Branch did not hold their meeting in August.

Mr. Cebulski's term runs until 2018, and the Brach requested he finish his term until 2018 or until a suitable replacement has been selected.

New Business: Concerts being move inside to the Community Room due to rain and other weather conditions was discussed. The crowds are too large for this room.

Ms. Stauder asked the Board to look at Standing Committees and their purpose. This will be revisited at a later date.

The Boards and Commissions Dinner will be held on 10/27/2016. The Board was asked to respond to Judi at the Library by 10/14, or as soon as possible.

Space in the Library was discussed and well as sorting and storing books for sales. Mr. Sheehy briefly spoke about safety issues and proper book storage.

Old Business: The Search Committee has begun interviewing. Ms. Stauder will be following up on the Town interviews.

For One Book One Town, Jackie Carlino has requested some more definitive direction for programming. After further discussion, it was noted that the One Book One Town Committee should work on finding a number of programs that fit with the funds they currently have. It was agreed that there were too many programs last year, and it is preferred that the chosen events and programs should be the ones that bring in the most people.

The upcoming Taste of Trumbull fundraiser was discussed. \$1000.00 was received from the Rotary Club. Tickets are still being sold.

Mr. Sheehy gave a brief tour of the Library to the Board, to show how space is currently being used in the Library. There are currently some concerns regarding storage and the use of small spaces and closets.

There being no further business to discuss, motion to adjourn was made by Jim Cebulski, seconded by Laura Ponzio at 8:48 p.m. Motion carried.

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,

October 12, 2016, at 7:00 p.m.