

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

October 13, 2010

Trumbull Library

Members Present: James Cebulski, Chairman, Arthur Kukla, John J. Lauria, Tara Liskov, Anthony Petitti, Carol Porrata Elstein, Joseph Schlig, Diane Schwartz, Mary Whatley

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

The meeting was called to order at 7pm by Chairman Cebulski at 7:05pm.

Public Session:

No members of the public were present.

Correspondence: None.

Treasurer's Report: Mr. Cebulski asked to change the order of the Agenda to hear Mr. Sheehy's report; the Board had no objections. Mr. Sheehy reported that the balance of the checking account determined if there was a fee: if under \$50,000, or if deposits of over \$5000 in cash are made, the bank charges a fee. The interest paid on savings are negligible. Peoples Bank right now has the most reasonable fees. Six months ago, the account was changed to a municipal account, which is legally correct. Mr. Sheehy stated the Heimann Trust CD matured on 10/1, and there are 10 days to access it. Usually the interest is put in the checking and the principal is rolled over. Mrs. Heimann recently passed away and the family requested that memorial donations be made to the Pamela Heimann Memorial fund. Mr. Sheehy recommended that those donations be added to the principal. The Board decided to stay with a 12-month CD rather than a 15-month or longer – even though the interest rate was slightly lower. Board members hoped that rates might improve over the next 12 months.

Ms. Schwartz went over the Treasurer's Report. Capital expenditures were for carpet tiles in the lobby.

Minutes: Mr. Schlig noted that an error on a second on a motion made at the last meeting. The second was made by Mr. Schlig, not Ms. Horton. Mr. Kukla noted his name was misspelled on the bottom of page one. Mr. Schlig made a motion to approve the Minutes of September 15, as corrected; Mr. Kukla seconded. **VOTE:** All in favor.

Chairman's Report: Mr. Cebulski noted that he would appoint a Nominating Committee next month and the Committee will present a slate for the election of new officers in December.

Director's Report: Ms. Horton stated that though she was not on the Agenda, Ms. Rogers was scheduled to attend the meeting but left work early due to illness. Julia Cardone has filled Mary Walsh's 12 hour position. Gail Ginsberg resigned effective October 14 from the Fairchild Branch. She will continue her knitting classes on Monday evenings at the Main Library. Ms. Horton has been interviewing for the open Branch position. Jim Morrison's last official day as Custodian is October 15. A card was circulated for the Board to sign, and a check for \$100 from the Board will be included. He will be a big loss to the Library because of his exceptional skills and dedication.

Jim Lang, a long-time Rotarian and professional magician, ran a fundraiser at the Library which earned almost \$1400 on Saturday, September 25th. The proceeds were split 50-50 between the magicians and the Library. The venue was completely sold out and the magicians would like to do the event again next year.

The next One Book One Town book was selected, and will be "The Immortal Life of Henrietta Lacks" by first-time author, Rebecca Skloot. The book is currently on the New York Times Non-Fiction Bestseller list. 25 copies have been ordered for the Library collection. Mr. Cebulski encouraged Board members to read the book. Major themes include medical ethics, scientific research and segregation issues during the 1950s. The book is appropriate reading for high school and adult readers and Terry Buckingham, Trumbull Public Schools Language Arts Leader, will select books for younger readers that parallel the book's themes for Read Aloud Day in April. The One Book One Town program will take place in the Spring of 2011.

Mr. Cebulski reported on the Capital Improvement Plan. The Town went to Antinozzi Associates who looked at the Library which is done on an annual basis. They suggested single glazed windows be upgraded to thermal glaze, waterproofing the exterior brick work, repairing mortar, upgrading maintenance and lighting. ADA compliance was highlighted but not really addressed. Mr. Cebulski felt the suggestions were well in line with what is needed to maintain the building. They also made note that more parking was needed. The Town asked Antinozzi to do a report, and they gave Ms. Horton a copy.

The Trumbull Rotary Club has designed and donated 5,000 bookmarks to the Library with Library information on one side and Rotary information on the other. The bookmarks were distributed to Board members.

Library Managers are meeting bi monthly to discuss library services and formulate long range plans based on Nicole Cignoli's Cost Benefit Analysis report.

The MATE union meeting scheduled for October 13 was cancelled. It is hoped that the request to upgrade Ms. Miller to Teen Librarian will be considered in the near future.

Ms. Whatley asked when the solar panels will be installed. Ms. Horton said she would look into it and report back at the November meeting.

Fairchild-Nichols Branch: Ms. Whatley reported that there will be a staff change because of Ms. Ginsberg's resignation. The new child-sized chairs and tables have arrived. The table legs are adjustable to adult height

Old Business:

Parking Lot: Mr. Cebulski said that three people are involved primarily with this project: Theodora Samadjopolous, Deputy Public Works Director, Tom Baldwin, who is in charge of the Highway Department under John Marsilio and Director of Public Works, John Marsilio. The final copy of the parking lot plan was presented. There have been many delays and all the issues have been resolved. It will be necessary to remove five more trees for the additional fee of \$2,500. Leaf removal starts in 5 weeks. The asphalt plants will be closed shortly and will remain closed until late February or early March. The Board agreed that signs should be made: one to thank donors to be placed in the Lobby and one outside to inform the public that the work will begin in the Spring on the new lot. The Parking Lot appeal has made a significant dent in the parking lot expenses. Another financial appeal will be done when the trees are taken down. Ms. Porrata Elstein made a motion to approve the construction of the two signs for a cost not to exceed \$250. The motion was seconded by Mr. Lauria. **VOTE:** All in favor.

Budget: Mr. Kukla stated he wanted a committee to be formed to create a five-year technology plan. He also expressed his desire that next year's submitted budget contain an increase in the materials budget. Ms. Horton stated that all staff computers need to be replaced and should be included in capital requests. Mr. Kukla requested Ms. Horton's proposed 2011-12 budgets be e-mailed to the Board prior to next month's meeting. Ms. Horton would like to see a self-check out station added to the five year technology plan as well as express internet stations. Ms. Horton noted that she is working closely with Managers to introduce download audio books to the collection in the near future. Mr. George Christian, from the Fairchild-Nichols Association, suggested that Ms. Horton contact Library Connection to see if the Library could join the consortium which would significantly reduce the cost of the download service. Mr. Schlig suggested that we should again include a Teen Librarian in next year's budget request if Ms. Horton's approach for Ms. Miller's job classification upgrade is not successful.

Adjournment: Mr. Schlig made a motion to adjourn, Ms. Whatley seconded. **VOTE:** All in favor at 8:35pm.

Respectfully submitted,

Joanne Glasser Orenstein
Clerk

Approved:

James J. Cebulski, Chairman
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, November 10^h at 7pm.