

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

January 13, 2010

Trumbull Library

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

Members Absent: None

Also Present: Susan J. Horton, Library Director, Louis Sheehy, Assistant Library Director, Joanne Orenstein, Clerk, Steven Lupien, and Member of the Board of Finance

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

Public Session: Mr. Lupien introduced himself. In addition to his present position on the Board of Finance, he served three terms as a member of Town Council.

Correspondence: None

Minutes: Mr. Schlig corrected Ms. Horton's title on page 1 of the December Minutes to "Library Director" from "Administrator". Ms. Schwartz made a motion to accept the Minutes with the noted correction, Ms. Porrata Elstein seconded. With Mssrs. Kukla and Schlig abstaining, the motion passed.

Chairman's Report: Mr. Cebulski commented that he felt the Board should function as a team where everyone shares responsibility. Ms. Horton noted she felt the Library should be non-political.

Director's Report: Ms. Horton reported she has been attending the weekly (now bi-weekly) meetings for Department Heads at Town Hall. Mr. Herbst's new Executive Assistant, Norma Overheiser, has been very responsive and helpful. The Friends' of the Library gave the Library \$27,000 since the last Board meeting. \$20,000 will go to materials, \$4000 for children's programs and \$3000 for "One Town/One Book". This year's cultural celebration on January 23 will focus on the Irish.

On January 11, First Selectman Mr. Herbst, and members of the "One Book/One Town" planning committee came in for pictures in the *Trumbull Times* publicizing the "One Town/One Book" program, and immediately afterwards some of the planning committee taped a program for Channel 17. Don Eng of the *Trumbull Times* has promised continuing coverage about the One Book program between now and April. There will be approximately 30 separate events related to the program through April. Ms. Horton submitted a grant request to the United Way, that Faith Douglass (the Chapter President) felt had a very good shot. That grant would be enough to fund the whole program. In addition, Newtown Savings Bank has paid for a banner and other local businesses are sponsoring as well.

Ms. Horton had a meeting on January 11 with Chris Miklus, who agreed to the Library's requests for insurance, custodial fees and volunteers for the Golf Event on July 11. The Miklus Foundation will make a donation to the Library from the proceeds. Ms. Porrata Elstein stated she felt it was important to get Staff and Board volunteers to help as well.

Ms. Horton said that there has been a request from two staff members for long-sleeved logo shirts. Mr. Schlig made a motion for the Board to provide up to \$150 for long-sleeved logo shirts. Ms. Schwartz seconded. Mr. Schlig also suggested having items with the Library logo as a good fundraiser (to have at the Golf Event). It was also brought up that a small gift shop might be something to consider in the future. Mr. Schlig's motion was unanimously accepted, and the Board agreed to discuss the items for sale at the next meeting.

Ms. Horton asked the Town for a special appropriation on Line Item 802 of the Budget. Mr. Sheehy explained they had a serious issue with the boiler back in May and June. John DelVecchio got quotes and due to a technicality with the vendor, the expense got pushed into the next fiscal year. The initial cost was \$3500, and then became over \$6000, which used up the 802 account. The thought was to go to a special appropriation of \$5500, rather than a transfer from another line item. There is still some work to be done, and a few more bills might come in. The Board agreed that this was the right approach. The Library is first on the Agenda at the Board of Finance Meeting on January 14. Ms. Horton noted too that the Library had turned back over \$28,000 last year, of which \$11,000 was non-utility savings to the Town last fiscal year.

Ms. Horton reported that Nicole Cignoli was planning an Oktoberfest for the fall and asked if the Board might like to use as a fundraiser. The Board requested more information.

Mr. Sheehy reported the Town has generated a new policy changing copier fees to generate income, and they want all departments to increase the fees charged. The two copiers are on library premises through a company which owns the copiers, maintains them, and provides all supplies including paper. The 15 cents per copy income from these copiers goes to that company. Presently, the Library System charges 15 cents per page for prints generated through the technology center laser printers. Income from prints for last fiscal year was just over \$5800. There was some discussion regarding change of the copying/printing fees. The Board was asked to do some research on fees at other libraries and bring that information back to the next Library Board meeting for discussion. Mr. Sheehy also stated that the Town is looking for departments to generate income and asked if the Board would consider discussing whether the Library had the ability to generate any kind of income.

Treasurer's Report: Ms. Schwartz reported the Library had renewed CDs with Peoples Bank. A new data base was purchased, BYKI, which has the ability to teach 72 languages online.

Fairchild-Nichols Branch: No Meeting

Old Business: None

New Business: Mr. Kukla asked if there was any news about the Budget. Ms. Horton said she and Mr. Sheehy presented the Library budget to the First Selectman as discussed last month with the Board. Ms. Horton noted that the narrative included a request that the funded, but unfilled, Youth Director's position be moved to the Library. The First Selectman directed that each department present a budget with a 2% reduction, exclusive of salaries, utilities and longevity. Ms. Horton decided to trim in the programs and conferences lines as part of the 2% reduction.

Adjournment: Mr. Lauria made a motion to adjourn, Whatley seconded. VOTE: All in favor at 8:30pm.

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, February 10th at 7pm.