

**TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES**

October 12, 2011

Trumbull Library

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Members Present: Vice Chairman James J. Cebulski, John J. Lauria, Anthony Petitti, Carol Porrata Elstein, Jeannine Stauder, Mary Whatley

Members Absent: Joan Hammill, Arthur A. Kukla, Chairman Tara Liskov

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

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

**Correspondence:** An updated list of the Board of Trustees was distributed.

Ms. Horton received an e-mail from Steve Savarese, the Town Engineer, concerning the parking lot, in response to an e-mail she had sent him. Ms. Horton had asked if the existing parking lot could be re-lined and made to be one-way. She had also asked about how to proceed with the money that had been donated for the Parking Lot project. Mr. Savarese responded that he spoke with Ms. Pires, Finance Director, and she said the donations should be returned to donors.

Connecticut Classic Arts would like to put up an Art Show in the Library's Community Room after the first of the year. The Board was, in general, in favor of the Art Show. Ms. Horton will determine exact date of the display and bring that information back to the Board in November. The Office of the First Selectman submitted forms for each Board member and the clerk to fill out and return to his office.

**Minutes:** Ms. Porrata Elstein corrected the wording in the "minutes" paragraph to read "Ms. Porrata Elstein will provide an example of a Board Self-Examination". Ms. Whatley corrected the "Fairchild-Nichols" paragraph to say they will be installing railings on the outside walkway and pull-down stairs to make the roof accessible. Ms. Porrata Elstein made a motion to approve the September minutes as corrected, Ms. Whatley seconded. **VOTE:** 4 in favor, 2 abstentions, and the motion passed.

**Director's Report:** Ms. Horton reported brochures for the Homebound Service have arrived. Eight volunteers from Trumbull Community Women have signed up so far. Mr. Lauria said he might be interested in volunteering. A meeting to formalize procedures was scheduled for October 13<sup>th</sup>. Fliers will appear in the November Senior Center newsletter. Homebound patrons can have anything the Library lends out except DVDs – they will have the materials for 1 month. Joan Hammill and Diane Schwartz are managing the service.

The 2012 One Book/One Town program will take place during March. We hope the ending program will be done in conjunction with the Trumbull Historical Society, a Quilting/Wine Reception on Sunday, April 1<sup>st</sup>.

Ms. Horton said the gates in the children's entranceway do not work properly and haven't for years and the gates in the main entranceway are beeping but not counting individuals accurately. The newly installed sensors are accurately counting the people coming in. The question to the Board was do they take the gates down? Some people have felt they are a theft-repellent, but they have not really functioned as such a fair number of DVDs have been stolen in the last couple months. The Board felt it was best to take the gates out. If needed, a security camera can be installed. Ms. Horton will report back on this in three months.

The new server is in the building. But the new IT person, Bill Chin, advised Ms. Horton to hire a consultant to install it: the cost for this is \$2000.

The Magic show on October 1<sup>st</sup> made \$300. The candlelight vigil for the Clothesline Project was scheduled for Thursday October 13.

Since October 1<sup>st</sup>, there were 93 downloads for electronic book readers, 28 of which were Kindles.

The Town Engineer directed Ms. Horton to go to the Police Department about the Parking Lot. She did, but they have not yet gotten back to her. The Board felt that Mr. Cebulski, since he knew the most about the Parking Lot, should go to the Police Department and determine if their Traffic Engineer would recommend one-way traffic.

Ms. Horton would like to go to the Public Library Association Conference in Philadelphia next March. Mr. Lauria made a motion to approve up to \$1500 in fees and expenses for Ms. Horton to attend. Mr. Petitti seconded. **VOTE:** All in favor.

As a result of the monthly meetings with managers, they have changed the furniture in the Teen center and added a jig-saw puzzle which has been very well received by patrons. They will be making cue lines at the check-out. They are thinking of moving the coffee area, and putting lower, more modern shelving there for large print books, and consolidating the magazines. They would like to put in rectangular tables as they take less space and fit user needs better than the round tables. In the lower level in the back end of the Library they would like to add lighting and seating for laptop users, maybe up to 8 -10 stations. To do this, they need to get an electrician and new furniture. Ms. Horton will work up the expenses. She feels it will begin to transform the Library's existing space. The money ear-marked for the Parking Lot (\$15,000) can be used for these improvements. Priority is the lighting and seating in the back, 2<sup>nd</sup> shelving for the large-print books area.

**Treasurer's Report:** Mr. Petitti reported the big expense was \$10,500 for the new server and computers. Municipal CDs have the same rate, regardless of time table. He renewed the Hyman fund CD for 6 months. That fund automatically rolls over. Mr. Petitti had a question on the Technology Fund; he will ask Mr. Sheehy about it.

**Fairchild-Nichols Branch:** Ms. Whatley reported they had a visitor from UI at their last meeting, to discuss the lighting in the parking lot and in the back of the building. As a result, one fixture had a new bulb installed. They are looking into leasing a pole buying a more decorative light for the

sitting area in the back.

**Policy Review:** Ms. Hammill was not present. Ms. Stauder distributed copies of the policies that were reviewed and approved at the last meeting. Ms. Stauder thanked everyone for their feedback on the policies being reviewed this month. There was no change to the Patron Conduct policy. On the Unattended Child policy, the policy committee changed to numbers from bullets and arrows, to be consistent with the format of other policies. In the last sentence under #1, they changed it to read **“adults must stay in the children’s room”** from “asked to stay”. #4 the word “statue” was changed to “statute”. On the Teen Programming policy, as per Walter Dembowski’s (Head of Reference) suggestion, it was changed to read “a place where young people can feel *welcome* and comfortable.” One adult chaperone per 15 teens “maximum”. On the 3<sup>rd</sup> bullet, it was changed to read: “Parents will be notified immediately in case of emergency situations or misconduct including, but not limited to, substance abuse of any type, sexual misconduct, disobeying or defying direct requests from a Staff Member or an adult chaperone.

Ms. Stauder said she and Ms. Hammill would like to take a break before going onto the Computer and Technology Center policies – until Ms. Rogers is free – probably January. Next month, all the policies reviewed this month will be distributed.

**Adjournment:** Mr. Lauria made a motion to adjourn, Mr. Petitti seconded.

**VOTE: All in favor at 8:20pm.**

Respectfully submitted,

Joanne Glasser Orenstein  
Clerk

Approved:

Tara Liskov, Chairman  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Library Board of Trustees will be Wednesday, November 9<sup>th</sup> at 7pm.