

**TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES**

December 14, 2011

Trumbull Library

Members Present: Chairwoman Tara Liskov, Vice Chairman James Cebulski, Joan Hammill, Arthur A. Kukla, John J. Lauria, Anthony Petitti, Carol Porrata Elstein, Mary Whatley

Members Absent: Jeannine Stauder

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

The meeting was called to order at 7:00pm by Chairwoman Liskov.

Public Session: No members of the public were present.

Correspondence: Ms. Liskov reported that two cards were received thanking the Board for the Holiday party.

Minutes: Ms. Liskov noted that the brackets on the top of page two around “of the Library” should be removed. Ms. Porrata Elstein made a motion to approve the Minutes as corrected. Mr. Lauria seconded. **VOTE:** All in favor.

Director’s Report: Ms. Horton showed the video for One Book-One Town which is on the Library website. The new display rack in the front of the Library has made a huge difference. The gates are gone. Ms. Horton received one verbal bid for the electrical work at \$9000, another for \$5000, and a third is coming. Using a grant from the Clare Hampford Foundation, many copies of the book “Cold Mountain”, the One Book/One Town selection, were purchased, in order to distribute as part of a marketing campaign, “Our Holiday Gift to You.” On Monday December 19th, either First Selectman, Tim Herbst or Representative Tony Hwang will open a wrapped copy of the book from under the tree at the Library and on Tuesday the 20th there will be a display with copies to give away to the public. The hope is that people will read their copy and then pass it along to someone else. The first program will be on March 4th, a re-enactment of a Civil War battle, at the Abraham Nichols Orchard behind the Historical Society. The closing program will also be at the Historical Society.

The women from the Connecticut Classic Arts group came in and worked out what was needed for the picture hanging. The Library already had some pieces of the hanging apparatus in storage.

Two Kindle Fires have been added, one for the Main Library and one for the Fairchild-Nichols’ collection along with an I-pad containing a variety of apps appropriate for children.

Ms. Porrata Elstein did a great job with the Holiday party – the staff was very appreciative.

The Library lost about \$1000 of the donations for the parking lot fund, but a \$500 donor who took back her parking lot donation made a \$1000 donation to the Library the same day.

Every year the Library needs to submit a report to the Connecticut State Library – this year Ms. Horton used that report as the basis for a flyer as a marketing tool, which was distributed at the meeting.

Ms. Horton put together a 4-page document with issues facing the Library as well as the directive from Town Hall on the budget for 2012-2013. The Library budget is due to the First Selectman on January 12th – the next Board meeting is January 11th.

The Friends are negotiating with John Ponzio about their pod in the parking lot. In the meantime, the Friends are holding back \$13,000 in funds.

Treasurer's Report: Mr. Petitti reported that the budget is as expected. Mr. Cebulski wanted to know how much of the Board funds were committed. Ms. Horton said most of the funds were in fact restricted, but she would get an accounting from Mr. Sheehy for the next meeting.

Fairchild-Nichols Branch: Ms. Whatley reported they primarily discussed maintenance. The 90th anniversary of the Association was celebrated at a restaurant and was very nice. The Board of Trustees has money they are trying to determine how best to use.

Parking Lot: Mr. Cebulski reported that Mr. Savarese, the Town Engineer, sent him to the Police Department. Mr. Marsilio said he loves the Library and would be happy to do whatever the Library wanted for the parking lot. They will do signs, lines and curbs. It can't be done until the spring, but it will be done at no cost to the Library. The Board felt there should be a curb cut in front of the building, and the traffic should be one-way toward Town Hall. They would like a handicapped spot on either side of the walkway. Signs that say "one way" "slow" and "stop for pedestrians in walkway" were requested. Ms. Porrata Elstein made a drawing for signs and lines. Mr. Cebulski suggested putting the parking lot expansion in the budget as a capital expense.

New Business: The budget discussion was moved to the end of the evening. Ms. Hammill reported on the ACLB. She said at her first session she learned that Board members need to be strong advocates for their library. Her feeling was that our Board was not getting that job done. They need to reach the community through the web, among other ways. From the second session, Ms. Hammill liked the idea of orientations for new Board members. From the third, Ms Hammill felt the need for a great website. Mr. Kukla commented that the Board has not really embraced the idea of a strategic plan. Mr. Petitti said the economic conditions have slowed things down. Both Ms. Liskov and Ms. Horton felt a cost effective plan was a good idea.

Ms. Porrata Elstein reported that she went to a session on "Friends" and learned that libraries with successful relationships with "Friends" centered good communications; i.e.: they sit on each other's boards and/or feel part of the process. At large book sales, Trustees volunteer.

Mr. Kukla made a motion to change the locks in the Library. Ms. Whatley seconded. **VOTE:** All in favor.

Nominating Committee: Ms. Liskov asked to go around the table and have each member state their interest in open positions, which are Chair, Vice-Chair and Treasurer. Ms. Liskov asked Ms. Hammill, Mr. Lauria and Mr. Petitti to be the Nominating Committee. Next month the slate of officers will be presented and voted on.

Budget: Ms. Horton distributed a report for the budget with three documents – a memo from Finance Director, Maria Pires, one itemizing the budget request in number form, and the third document titled “Issues before the Trumbull Library System”. The directive from the First Selectman states “all line items will have to come below 3%”, taking out salaries and other contractual obligations.

Ms. Horton and Mr. Sheehy put in a 3% increase in the materials line to grow the e-book collection. On capital outlay, they itemized the technology expenses. Ms. Horton stated it was up to the Board to see if they want to push for the full 3% or go with the moderate raise of 1.315% she presented. She felt the Board should mull over the options and discuss them at the January 2012 meeting before Ms. Horton needs to submit the budget to the First Selectman. Ms. Horton also notes that she would like to add a day for staff training. The technology expenses are mapped out for four years, this is year two.

Adjournment: Mr. Lauria made a motion to adjourn, Mr. Kukla seconded. **VOTE:** All in favor at 8:45pm.

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, January 11th at 7pm.



Director's Report
Trumbull Library System Board of Trustees
Wednesday, January 11, 2012

One Book One Town Program

Programs are finalized for the 2012 One Book One Town program based on Charles Frazier's debut novel, *Cold Mountain*. The theme is the Civil War and I've attached a list of the programs for your review. The Hampford and Donahue families donated the monies to purchase 100 copies of the book. On December 19th we "gave away" 75 copies with the intent for individuals to read the book, then share it with someone else. The remaining 25 copies have been added to our circulation collection.

eBooks

Circulation has nearly doubled since we introduced the service in early October 2011. There will be a class on January 20th to help those who have recently acquired a device to learn how to download materials from the Library's Website.

Budget

The Library's proposed budget for the 2012-13 year is due at Town Hall on January 12, 2012. Louis and I have been revising and finalizing numbers and following board meeting the document will be submitted on Thursday, January 12th.

Building changes

1. New cue line at Circulation desk is working well.
2. The new display rack is also working very effectively.
3. The two bookcases added along the front brick wall for "for sale" books is attractive and we seeing an increase in people stopping by and purchasing materials from the shelves.
4. Electrical work. Two additional electrical contractors have submitted bids for the electrical work along Church Hill Road. Once we have a written quote from Holster, we can proceed.

Activities and meetings

12/15/11	Trumbull Chamber Breakfast with Elected Officials
12/29/11	Meeting with Branch children's staff
1/3/12	Introduced One Book One Town Program to Trumbull Woman's Club
1/4/12	Met with Jeffrey Cook to go over Civil War Memorabilia for OBOT program
1/5/12	Met with Main Library children's librarians
1/5/12	Presented One Book One Town and other Library initiatives to Town Council
1/9/12	Library Managers Meeting
1/11/12	Fairfield County Library Administrators meeting, Perrot Library
1/11/12	One Book One Town Planning Committee meeting

Respectfully submitted,

Susan J. Horton, Director
Trumbull Library System