

TRUMBULL LIBRARY BOARD OF TRUSTEES

MINUTES

Trumbull Library

January 11, 2023

Members Present: Rosemary Seaman, Chair, Carol Porrata Elstein, Vice-Chair, John F. Breedis, Treasurer, John Carpenter, Jennifer Mottolese, Kimberly Perillo, Anthony Petitti, Marc St. Louis, Mary Santilli, Gail Voytek

Members Absent: None

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 6:59 PM

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes: Motion was made by Jennifer Mottolese and seconded by Mary Santilli that the minutes of December 14, 2022, meeting be accepted as presented. Vote: All in favor. Motion passed.

Executive Session:

Motion was made by John Breedis and seconded by Carol Porrata Elstein for the board to convene in executive session for the purpose of performance review of the Library Director, at 7:05 PM. Vote: All in favor. Motion passed.

Motion was made by Jennifer Mottolese and seconded by Marc St. Louis to exit executive session at 7:24 PM. Vote: All in favor. Motion passed.

Reports:

Director's Report – Stefan Lyhne Nielsen

ARPA Funding

We have been in touch with the Public Works Department and Purchasing in order to start the process for getting new carpeting, modular study rooms and the hearing loop for the community room. The carpeting and the modular study rooms will have to go through a bidding process due to the amounts allocated, and therefore the projects will take longer.

Budget

The budget process has started. In addition to maintaining current operating levels for the budget, we will request a new people counter system and a budget for new office chairs.

Staffing

We have interviewed and hired a new Circulation Coordinator. We do not have a start date at this time. The HR department also posted our full-time library assistant position; however, it will likely take some time before we are able to hire due to the testing requirement. The other two vacant positions are Adult Services Coordinator and Assistant Director of Access Services. We are also in the process of hiring two new part-time positions to replace staff members that received full-time work elsewhere.

Treasurer's Report – John F. Breedis

Spending from Board Funds during December was very modest. Holiday gift cards, paid through internal book sales, some print book purchases using Memorial contributions and the Hawley Trust Fund, and the monthly dumpster rental (also from book sales) constituted this spending. An anonymous memorial donation was received during the month for use in covering general library needs.

Spending by the library against its budget rests at 42.9% at the mid-point of the fiscal year, a reflection of current understaffing.

Fairchild Report – Mary Santilli

Fairchild held their meeting on December 19, 2022. Programing is going well; Pete the Cat is very successful as are the craft activities.

Old Business

- 1) Financial Subcommittee – To be created for meeting with Merwin Trust. Motion was made by Carol Porrata Elstein and seconded by Marc St. Louis that a financial subcommittee be created with three members, John Carpenter, Antonio Petitti and Rosemary Seaman, plus the Library Director. Vote: All in favor. Motion passed.
- 2) Policy Subcommittee – Motion was made by Carol Porrata Elstein and seconded by Rosemary Seaman to create a policy and bylaws committee, comprised of Carol Porrata Elstein, Jennifer Mottolese and Kimberly Perillo, to prioritize necessary updates to bylaws and policies. Vote: All in favor. Motion passed.

New Business

- 1) Vote for new board officer assignments – Motion was made by Mary Santilli and seconded by Gail Voytek that the slate of officers proposed, John Carpenter - Chair, Mark St. Louis – Vice-chair, and Antonio Petitti – Treasurer, be approved. Vote: All in favor. Motion passed.
- 2) Term renewals – Terms have been or are being renewed at this time.

Adjournment: Motion made by John Carpenter and seconded by Antonio Petitti that the Board adjourn the meeting at 8:03 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena Quinn

Approved, pending final approval by the Board of Trustees

Rosemary Seaman, Chair
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on February 8, 2023, at 7:00 PM.