

# TRUMBULL LIBRARY BOARD OF TRUSTEES

## MINUTES

Trumbull Library

January 13, 2021

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Members Present: Carol Porrata Elstein, Vice-Chair, John F. Breedis, Treasurer, Joan B. Hammill, Tara Liskov, Julia McNamee, Kelly Mallozzi, Nancy Rupp, Mary Santilli

Member Absent: Rosemary Seaman, Chair

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:01 p.m.

Pledge of Allegiance

Public Session: None

Correspondence: The Director reported receiving statements of appreciation from the library staff for the holiday gift cards.

Approval of Minutes:

Motion was made by Nancy Rupp and seconded by Mary Santilli that the minutes be approved as read. Vote: All in favor. Motion passed.

Director's Report:

We have been given the go ahead to begin submitting our budget to the town for FY22. At this time, we have been directed to treat FY22 as though it will be a normal year and budget accordingly. Therefore, we will once again ask for increases in programming and the security cameras which were cut out of our budget last year as well as restoring our budget to normal levels, such as Sunday hours.

At this time, as COVID rates remain high we do not expect to return to in-person service this month. The Director will update the Board should there be a change. Furthermore, at this time we do not expect Library staff to receive the opportunity for vaccination under the 1B expansion via the State. The Board discussed in-person services and asked about the in-person hours available at other area libraries. The Director is tasked with speaking with the Town's Reopening Committee to see what the plans are regarding the Library returning to in-person service.

We have modified our Curbside Delivery over the Holidays to provide same-day service. A person can now place an item on hold and potentially have it pulled, parceled, placed in the lobby, and receive notification on the same day. This has been well received by the public.

Traditionally, we have hosted the AARP Tax Assistance Program each year. This year the AARP will still provide tax service but it will be off-site. The library will continue to coordinate by collecting patron contact information for people interested in the program. The AARP volunteers will then set up a meeting time or a drop-off location for tax information so that they can process the forms. We are still awaiting a few more details but expect to have announcements and posters up soon with information for the public. We are also going to receive tax documents that we will put into the lobby, though it is likely going to be well into February before we receive all of the documents.

Treasurer's Report:

Nearly all of the income received by the Board last December was derived from the Janet Toplansky memorial; this annual donation is intended for purchasing large print books. Another small memorial donation and book sale income added to the total received.

The principal disbursement made during the months covered the purchase of Holiday gift cards for the library's staff through Memorial/Fundraising (book sale) income. Other minor disbursements from the latter covered monthly dumpster rental fees, with small book purchases shared with the Hawley Trust Fund, and a programming expense from the Mallett Fund.

Fairchild Nichols Branch:

Nancy Rupp and Mary Santilli reported that the craft programs are pulling in over 100 participants per month. Also, minor repairs are expected to take care of broken light fixtures on the exterior of the building. They hope to have in-person library hours added as soon as is advisable.

Old Business:

None

New Business:

None

Adjournment:

Motion made by Joan Hammill and seconded by Kelly Mallozzi that the Board adjourn the meeting at 7:30 p.m. Vote: All in favor. Motion passed.

Respectfully submitted,

Stefan Lyhne-Nielsen, Director

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 10, 2021, at 7:00 p.m.