

TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES

Trumbull Library

March 8, 2023

Members Present: Marc St. Louis, Vice-Chair, Jennifer Mottolese, Kimberly Perillo, Carol Porrata Elstein, Mary Santilli, Rosemary Seaman, Gail Voytek

Members Absent: John Carpenter, Chair, Antonio Petitti, Treasurer

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:01 PM

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes: Motion was made by Carol Porrata Elstein and seconded by Kimberly Perillo that the minutes of February 8, 2023, meeting be accepted as amended. Vote: Rosemary Seaman and Mary Santilli abstained. Rest in favor. Motion passed.

Amendment as follows:

Old Business

Change from:

3) Summary from executive session from January 11, 2023 meeting submitted to town hall.

To:

3) A stellar summary of the Director, Stefan Lyhne-Nielsen, was submitted to the First Selectman's office.

Reports:

Director's Report – Stefan Lyhne-Nielsen

Budget

Our budget request came back mostly unchanged. Our request for new office chairs for the staff was survived as well as the increase in the part-time base rate. Our request for a new people counter system was denied.

Friends

The Friends book sale is Saturday, March 25, from 9:30 – 4 pm. We are hoping to host the event outdoors again as this proved successful in the past.

Summer Reading

We are moving forward with our new Summer Reading plans, incorporating the Beanstack app. Beanstack is a platform that encourages reader engagement for all ages, can be used to market programs and events, and provides a social media feature for friends & family groups and leaderboards. We finalized the agreement with the company last month and have already started working on the creating the activity and reward structure. The intention is to not only use this for Summer Reading, but also year-long activities and special events.

Staffing

Our new Circulation Coordinator, Allison Allen, started February 13, 2023.

Civil service panel interviews for the Adult Services Coordinator are scheduled and we hope to have a list of interview candidates in the coming weeks.

Testing for the Full-time library Assistant position has completed. Civil service has released the applicant list for interviews to follow in the order of the oldest position vacant. This means that the library will be the second vacancy to be filled. We anticipate the interviews to be completed before the next board meeting.

Treasurer's Report – Antonio Petitti

1-The library budget:

The expenditures in the budget for the past month again show nothing abnormal within the constraints on the library.

2-The non-budget board funds:

The board funds balances stayed almost constant for the past month.

Our checking account balance decreased to \$24,227 from \$25,834. This drop is due primarily to a single expenditure of \$1343 taken from the Memorial fund -general library services. It purchased Zoobean products which primarily help public libraries (and also schools) better engage families and build children literacy. Due to the high cost the purchase required an order from the town hence the reimbursement from the library.

Fairchild Report – Mary Santilli

Nothing new to report.

Old Business

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) Subcommittee is waiting for a meeting date to get together with Trustees.
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) The committee continues to expand the bylaws and is finalizing documents to submit to town attorney and then will present them to the board.
- 3) The Card has been purchased for John Breedis. A book on Alexander Hamilton will also be ordered to be given to the library in his name.

New Business

- 1) Motion was made by Carol Porrata Elstein and seconded by Rosemary Seaman that the board reschedule the April 12th meeting to April 19th in order for the Director to attend. Vote: All in favor. Motion passed.

Adjournment: Motion made by Carol Porrata Elstein and seconded by Rosemary Seaman that the Board adjourn the meeting at 7:52 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena Quinn

Approved, pending final approval by the Board of Trustees

Marc St. Louis, Vice Chair
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on April 19, 2023, at 7:00 PM.