

# TRUMBULL LIBRARY BOARD OF TRUSTEES

## MINUTES

Trumbull Library

March 10, 2021

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

Member Absent:

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:03 p.m.

Pledge of Allegiance

Public Session:

None

Correspondence:

A correspondence was received from the estate of Kathryn Blumhardt indicating an additional small amount would be sent shortly.

Approval of Minutes:

Motion was made by Nancy Rupp and seconded by John Breedis that the minutes be approved as read. Vote: All in favor with one abstention. Motion passed.

Director's Report:

The Library has returned to in-person browsing Monday through Friday from 3 pm to 6 pm. We are also adding Saturday hours starting this weekend from 1 pm to 5 pm. Our next goals will be to add morning hours at the Fairchild Library and expand service hours at the main library. Fairchild is completing the necessary renovations in order to begin service safely. Our hope is to get to 40-45 hours of in-person service per week spread across Fairchild and the main library. In order to accomplish the latter goals, we are in the process of hiring new staff members. There are multiple permanent part-time positions that need to be filled, along with several substitute and shelver positions that we will need to hire for thereafter. We are going to start interviewing next week over zoom. If everything goes quickly, we can begin training new staff in early April. We also still have one part-time staff member working at Town Hall as a greeter that will hopefully come back to us soon.

At this time and for the near future we are expected to continue to work with the “teams” model for our operations, meaning only part of the staff are allowed in the building at any time to reduce the risk in case of an outbreak. This is to continue until Town health authorities feel it is safe to begin integrating staff back into cohesive departments. As a result, the 40 to 45-hour week is probably the best model we will be able to accommodate at this time with these restrictions in place.

Other services will be added as well moving forward, such as computer access, copy machines, accepting money and, eventually, seating furniture, meeting rooms and in-person programs.

The First Selectman’s budget allocation provided with limited restoration of operating funds from where they were cut last year. At this time, we hope to get some money back to operate Sundays at least part of the year, as well as a partial restoration to programming funds and an increase to the part-time salary. The meeting with the Board of Finance went well though it will be several weeks before we know their decisions regarding the budget. They praised our craft and children’s programming that we have managed to continue online.

We have received approval and are moving ahead with the installation of security cameras.

Discussion ensued regarding teen programming.

#### Treasurer’s Report:

Accompanying the library’s curtailed operation in February, activity in Board Funds continues to be minimal. No new income was booked during the month and spending was modest. Most spending was for book purchases with accrued Memorial/Fundraising funds (principally) and some through the Hawley Trust. A small young adult program expense was carried by the Merwin Fund.

#### Fairchild-Nichols Branch:

Programming has been very successful. Currently investigating costs for painting to be done at the Fairchild Library.

#### Old Business:

None

#### New Business:

Discussion regarding how the Board can get more involved in the library. The Library Director appealed to the Board that the current situation with the Friends organization is untenable. Specifically, concerns were raised about fundraising for library programs and collection funds now that the Friends are in a state of dissolution. Kelly Mallozzi offered to co-chair a committee to investigate the subject.

#### Adjournment:

Motion made by Julia McNamee and seconded by Kelly Mallozzi that the Board adjourn the meeting at 7:49 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 April 14, 2021, at 7:00 p.m.