

TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES

Trumbull Library

April 19, 2023

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

Members Absent: John Carpenter, Chair, Mary Santilli

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:00 PM

Pledge of Allegiance

Public Session: None

Correspondence: From John Breedis, former treasurer and member of the Trumbull Library Board of Trustees, thanking the library board and director for their recognition of his service.

Approval of Minutes: Motion was made by Jennifer Mottolese and seconded by Carol Porrata Elstein that the minutes of March 8, 2023, meeting be accepted as presented.

Vote: All in favor. Motion passed.

## **Reports:**

Director's Report – Stefan Lyhne-Nielsen

### **Budget**

Budget process is ongoing. Board of Finance left our budget at the First Selectman's level.

### **Friends**

The Friends book sale was highly successful. It was a rainy day so we were a bit worried about the turnout, but we managed to make more money than at any time before. The new Plotter printer that the Friends purchased is now up and running and the staff are making use of it. The Friends are also planning the first sponsored event for the beginning of the summer.

## **Building Projects**

The projects are ongoing. We have determined tile colors and are working with the manufacturer on specifications and details regarding the installation. We are also moving ahead with contacting distributors of small meeting rooms. We expect to complete both projects in August after the Summer Reading program is over to minimize the impact on library services.

## **Staffing**

After the completion of the interviews for the Adult Services Coordinator, we decided not to go with any of the candidates and to repost the position. Interviews are ongoing for the full-time circulation/technical services assistant, through Friday. We expect to decide on a candidate next week. The library is also advertising for new part-time circulation staff.

## Treasurer's Report – Antonio Petitti

### **The library budget**

The expenditures in the budget for the past month of March 2023 once again show nothing abnormal within the constraints on the library.

### **The non budget board funds**

The board funds balances again stayed almost constant for the past month. Our checking account balance decreased from \$24227 to \$23997 - a decrease of \$230. These expenditures were from the Memorial fund

## Fairchild Report – Gail Voytek

Programing is very successful, and more children are coming back to the library. The Maker Space is open and increasing in popularity.

## Old Business

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) Nothing new to report.
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) Base document being worked on at this time. A final document will probably be completed by June.

New Business

None.

Adjournment: Motion made by Rosemary Seaman and seconded by Antonio Petitti that the Board adjourn the meeting at 7:45 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 May 10, 2023, at 7:00 PM.