

TRUMBULL LIBRARY BOARD OF TRUSTEES  
MINUTES

Trumbull Library

May 10, 2023

Members Present: John Carpenter, Chair, Antonio Petitti, Treasurer, Jennifer Mottolese, Kimberly Perillo, Carol Porrata Elstein, Mary Santilli, Rosemary Seaman

Members Absent: Marc St. Louis, Vice-Chair, Gail Voytek

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 6:59 PM

Pledge of Allegiance

Public Session: None

Correspondence: The Board received correspondence from the Trumbull Community Women asking what they could do to support the library in return for use of the Community Room for their meetings this year.

Approval of Minutes: Motion was made by Carol Porrata Elstein and seconded by Rosemary Seaman that the minutes of April 19, 2023, meeting be accepted as presented. Vote: Mary Santilli and John Carpenter abstained, rest in favor. Motion passed.

**Reports:**

Director's Report – Stefan Lyhne-Nielsen

Budget

Budget cycle is apparently over. We have not seen the final document yet but expect no changes at this juncture.

Friends

The next book sale is on June 10. The Friends are also sponsoring their first major program on June 11. They invited the Connecticut State Poet Laureate to come, Antoinette Brim-Bell. We are starting a publicity campaign next week. The Friends also

received 24 new members during the National Library Week membership drive. Hopefully this translates into a healthy organization moving forward.

#### National Library Week

Thank you so much for the kind words and the flowers. The staff really appreciated it.

#### Building Projects

After getting advice from other Connecticut libraries, we are working with Inside Source out of Westport on the meeting rooms. We are also moving forward with the flooring. We received a rendering of the new carpeting from Milliken and are now waiting on the LVT flooring sample for the community room.

#### Staffing

The full-time circulation/technical services assistant has been filled. We will be interviewing for two part-time vacancies next week. We are reposting the Adult Services Coordinator position.

#### Treasurer's Report – Antonio Petitti

##### The library budget

The expenditures in the budget for the past month of April 2023 once again show nothing abnormal. Worth noting is The SALARY FT budget item that is showing a greater monthly marginal expending (7.65% from the past 5.8%).

##### The non-budget board funds

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

Our checking account balance increased from \$23997 to \$25277- An increase of \$1280. This increase stands out because of the \$2883 income from the Friends of the Trumbull Library. During the month of April there were smaller routine expenditures and one large \$1099 expenditure on the Plotter Printer, and this expenditure was covered by the Friends of the Library.

#### Fairchild Report – Mary Santilli

The Buildwave workshop, Robotics Club and Pet Festival were very successful. There has been a healthy increase in volunteers assisting with the programs. The Nichols Improvement Association and Fairchild will collaborate on their summer program.

Old Business

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) Meeting with advisors is scheduled for Monday May 15, 2023.
  
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) The subcommittee met on May 10<sup>th</sup> and will present updated Bylaws at the June 14th meeting for approval.

New Business

None.

Adjournment: Motion made by Rosemary Seeman and seconded by Kimberly Perillo that the Board adjourn the meeting at 7:55 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena Quinn

Approved, pending final approval by the Board of Trustees

John Carpenter, Chair  
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on June 14, 2023, at 7:00 PM.