

TRUMBULL LIBRARY BOARD OF TRUSTEES

MINUTES

Trumbull Library

May 13, 2020

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

Member Absent: Julia McNamee

Also Present: Stefan Lyhne-Nielsen, Director

Pledge of Allegiance

Public Session: None

Correspondence:

- (1) Thank you letter from John Breedis.

Approval of Minutes:

Motion was made by John Breedis and seconded by Nancy Rupp that the Minutes be amended to add the following to the Treasurer's Report.

"Hawley Trust and Merwin Funds were applied nearly equally towards book collection purchases. Funds from the Friends were used for ebook and audiobook purchases which are made available online through Overdrive." Vote: 8 in favor. Motion passed.

Director's Report:

The Director reported that the Town was currently assessing all buildings for safety and potential modifications in order to make them capable of allowing the staff back into the buildings and eventually the public. In addition to changes in layout, other considerations include PPE and cleaning supplies, along with guidelines for staff behavior and cleaning schedules.

When staff are again allowed into the buildings, the first project will be to start a curbside delivery service to allow for the public to check out materials safely. Protocols will be in place that materials will be handled in coordination with recommendations from health authorities.

The Director also reported that the A/C system was getting replaced and would be ready soon.

The library has successfully transitioned to virtual programs with offerings for children, teens and adults. We are expanding to include virtual content from outside presenters including an upcoming “Declutter” program scheduled for May 20th.

The library is also working in partnership with Sacred Heart University to have a Master of Social Work intern work to help Trumbull patrons find social services they need. The Director explained that this was not to provide clinical assessments but to help guide seekers to the variety of services available to them in conjunction with Trumbull Human Services and the Counseling Center. Much discussion ensued and the Board requested more information and time to consider the matter.

Finally, the new website was showcased. Once the last errors are dealt with the new website will be launched.

Treasurer’s Report:

This report covers financial activities for three months (February, March and April) because meetings of the Board were canceled before our mid-March meeting. Town-wide cancellations were per direction from the town in response to the COVID epidemic.

Memorial/Fundraising income during this period was derived from part of the registration receipts from the Impact Gulf fundraiser (held while the library was closed for President’s Day) and from donations to the library’s literary competition by the Trumbull Women’s Committee and the Trumbull Rotary Club. Internal book sales also added to income during the first two months.

Disbursements from the latter included new book purchases and miscellaneous small purchases. Funds remaining in the Miscellaneous/Video account covered servicing of the video display in the lobby.

Regarding the trust funds, Hawley paid for several book purchases, Merwin for several library program expenses, and Mallett for two of the Sunday afternoon concerts: Nina, Inc in February and Keltic Kick in March before the closing.

The remainder of the 2019 contribution from the Friends of the Library was spent in February for hard-cover and audio books.

Fairchild Nichols Branch:

Nancy Rupp reported that the Association is not spending money in the immediate future in order to take the time to assess the fiscal situation. There was some discussion regarding the impact of the Town’s budgetary constrictions and the full-time staff. Mary Santilli asked whether curbside service would happen at both buildings simultaneously. The Director responded that we would have to ensure the service could operate safely first at the main library before expanding it to the Fairchild branch.

Community Facility Building:

No report at this time.

Committee Reports:

Logo

No report at this time.

Poet Laureate

The issue of the Poet Laureate is tabled until further notice due to the present crisis.

Literary Competition

Rosemary reported that the competition is drawing to a close. The judges have been thanked and the winners have been selected and will be announced in the near future online and in the newspaper. Winners will receive a certificate, gift cards and a copy of PenWorks. 194 entries came in from all over the US. There was a verbal agreement that the Board would again provide an honorarium of \$500 to Susan Valillo in appreciation of her service in managing the technical aspect of the competition.

New Business:

None

Adjournment:

Motion made by Carol Porrata Elstein and seconded by Nancy Rupp for Board adjournment at 8:49 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 June 10, 2020, at 7:00 p.m.