

TRUMBULL LIBRARY BOARD OF TRUSTEES

MINUTES

Trumbull Library

June 10, 2020

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

Member Absent: Joan B. Hammill, Kelly Mallozzi

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:10 p.m.

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes:

Motion was made by Carol Elstein and seconded by Nancy Rupp that the minutes be approved as read. All in favor. Motion passed.

Director's Report:

The Director reported on the Curbside Pickup Service scheduled to start on June 22 as well as the plans for reopening going forward. Curbside service will run Monday through Friday from 1 until 6 pm. Staff will be allocated into separate teams to ensure that social distance requirements can be maintained and that fail-safes are built into the service should someone become ill. Furthermore, safety equipment and cleaning supplies have been procured as well as a detailed plan as to how to deal with materials returned in the book drop and in the collections.

Due dates will be 21 days to start for all items checked out as this will simply be easier to control and will ease the public back into the loan/return process without overwhelming staff. Fines are still extended through June 30th and will be reassessed as we move forward. Patrons will be able to place new holds starting June 22 and staff will call or email to arrange for pickups. When a patron arrives to pickup their materials, they will be asked to call a telephone number and a staff member will bring their checked-out loan to their vehicle. We are asking the patrons to "pop-the-trunk" so we can deposit materials safely without public interaction.

Moving forward, the library is already undergoing changes so that we can eventually provide limited access to the buildings to the public. We are having hand sanitizing stations installed as

well as signage encouraging safety all over the building. Limited access will likely not include meeting room spaces until it is safe to resume providing that service, nor will public access computers be accessible.

The new A/C system should be up and running next week before curbside begins. This was particularly important as proper ventilation is necessary to ensure the safety of the staff.

There was a discussion regarding the MSW intern program, with questions regarding supervision and the scope of the interviews. Once discussion was completed, the Board provided their support for the program moving forward.

Treasurer's Report:

May had understandably little financial activity, it being the third month in the pandemic-caused closing of the library. No income was received. Disbursements were principally associated with expenses from the library's literary competition. These included printing expenses for contestant certificates, supplies, gift cards and the honorarium to non-board member, Ms Susan Vallillo, for her stellar service in managing the competition's technical aspects. Other lesser disbursements were made for prize awards in the library's Haiku contest and replacement checks for our account. No disbursements were taken from the trust funds.

Fairchild Nichols Branch:

Nancy Rupp reported that the elevator was inspected by the State and now deemed in compliance. The Association will review the elevator contract set to expire in a little over one year's time. Mary Santilli reported that the StoryWalk is in display outside of the building.

Community Facility Building:

No report at this time.

Committee Reports:

Logo

The Logo Committee reported that they would resume meeting to discuss the direction for creating a new library logo.

Literary Competition

Rosemary Seaman reported that the winners have been announced both online and in the newspaper. Winners are starting to receive their prizes in the mail. The process has gone smoothly and congratulations were given for a successful completion to this year's program. A PDF version of the booklet is available online on the library website for the public to view and physical copies will again be added to both collections at the main library and at the Fairchild-Nichols Branch Library. Interested patrons may purchase physical copies of the PenWorks booklets for \$5 a piece to cover printing costs.

New Business:

Carol Elstein recommended that the library explore purchasing eReaders for loan to adults.

Adjournment:

Motion made by Mary Santilli and seconded by Nancy Rupp that the Board adjourn the meeting at 8:21 p.m. 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 July 8, 2020, at 7:00 p.m.