

TRUMBULL LIBRARY BOARD OF TRUSTEES

MINUTES

Trumbull Library

July 14, 2021

Members Present: Rosemary Seaman, Chair, Carol Porrata Elstein, Vice-Chair, John F. Breedis, Treasurer, Tara Liskov, Julia McNamee, Mary Santilli, Gail Voytek, Kelly Mallozzi

Member Absent: Joan B. Hammill

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:02 p.m.

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes:

Motion was made by Kelly Mallozzi and seconded by Tara Liskov that the minutes of the June 9th meeting be approved as read. Vote: All in favor with three abstentions. Motion passed.

Motion was made by Tara Liskov and seconded by Kelly Mallozzi that the minutes of the June 24th special meeting be approved as read. Vote: All in favor with four abstentions. Motion passed.

Director's Report:

The main library had Sunday hours this past weekend for the first time since the beginning of the pandemic. Everything went smoothly, though traffic was light over the weekend likely due to the weather.

The next step is a return to in-person indoor programming and meeting room usage. Outdoor in-person programming has already begun and is expected to continue while weather permits. At this time, we are aiming for September for a return of in-person indoor programming for adults and teens along with allowing meeting room usage by adult groups. Indoor children's programming will resume once kids below 12 years of age are able to be vaccinated.

Due to the resumption of longer hours, increased traffic and the return to meeting room usage, we are also working on returning to daily custodial duties from the Maintenance Department.

Specifically, we are looking for assistance with meeting rooms, transits between the library buildings and as needed cleaning in and around the library.

The library plans to re-introduce loan periods starting in August. We request that loan periods for DVDs and periodicals be increased and the late fines for Express Books be reduced. A chart explaining the proposed changes was given to board members to review.

Motion was made by Julia McNamee and seconded by Carol Porrata Elstein that Library Board of Trustees change the loan periods and fines as specified in the Director's Report. Vote: All in favor. Motion passed.

John Breedis followed with a question regarding the status of the Friends of the Library.

Treasurer's Report:

During June, the library received income from the Friends of the Library totaling \$8500 as their annual donation. No other income was received.

The principal portion of the expenditures for the month came from accrued Friend's funds for a mix of print books, digital (e-books, DVD's, Audiobooks) and children's programs. Additional purchases of print were made through our Memorial/Fundraising funds and the Merwin Trust Fund. The Mallett Trust Fund covered expenses from adult and youth programs.

The total spent during June amounted to around \$12,500. Print accounted for about 56% of the purchases, collected digital for 28%, with support of programming (all virtual) expenses at 16%.

At the completion of the 2020/2021 fiscal year this past June, the library spent only 86% of their budget. The shortfall from full utilization is attributed to operating restrictions imposed by the pandemic.

Fairchild Nichols Branch:

Fairchild committee members reported that the branch library conducted a well-received astronomy program. In addition, there is an upcoming horticultural program by Tovah Martin about gardening. There was also a small discussion regarding the Creator's Corner makerspace.

Old Business:

Strategic Plan Discussion. The Board went through each line item within the 2016 Strategic Plan and discussed whether the item had been successfully resolved, whether it still needed work or was no longer relevant, and what items should be added. The discussion spanned over an hour.

A committee was formed and charged with formulating a new strategic plan for the Board to review at their next meeting. Committee members for the strategic plan are Rosemary Seaman, Kelly Mallozzi, Julia McNamee, and John Breedis. The committee will meet with the Library Director over the course of the next few weeks to write the new document.

Adjournment:

Motion made by Kelly Mallozzi and seconded by Mary Santilli that the Board adjourn the meeting at 9:12 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 August 11, at 7:00 p.m.