

TRUMBULL LIBRARY BOARD OF TRUSTEES MINUTES

Trumbull Library

September 13, 2023

Members Present: John Carpenter, Chair, Marc St. Louis, Vice-Chair, Antonio Petitti, Treasurer, Jennifer Mottolese, Kimberly Perillo, Rosemary Seaman

Members Absent: Kathleen Durand, Carol Porrata Elstein, Mary Santilli

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:00 PM

Pledge of Allegiance

Public Session: None.

Correspondence: Appointment letter for Kathleen Durand to replace Gayle Voytek on the Library Board of Trustees and a thank you note from the Breedis family.

Approval of Minutes: Motion was made by Kimberly Perillo and seconded by Marc St. Louis that the minutes of July 12, 2023, meeting be accepted as presented. Vote: All in favor. Motion passed.

Reports:

Director's Report: Stefan Lyhne-Nielsen

Building Projects

The community room stage has been refinished and the tile floor is in the process of being replaced. This part of the project should be done by tomorrow. Once finished, the plan is to begin working on the carpet tiles starting with the Mezzanine and then proceeding around the building. We will be limiting access to certain areas while they are being worked on. Staff will be on hand to assist patrons should they require items that are not accessible. That said, this process will be uncomfortable for as long as it lasts no matter which way we do it. We do anticipate the need to close the library, likely on a Friday, so that the crews will be able to access the area by the circulation desk, the new fiction stacks and the large print.

Summer Reading

We had a total of 957 participants in Summer Reading. K-6 logged 482,278 minutes and the pre-readers logged 64,914 minutes, for a total of 547,192. This exceeded our goal of 500,000 minutes. The Teens and Adults listed titles rather than minutes read.

Friends

The Friends are having their next book sale on Saturday, September 16, from 9 am - 4 pm.

September is Library Card Sign-up Month

We have a marketing campaign set up for September to attract new card holders. In addition to an aggressive ad campaign, we will have a bookmark contest and a raffle drawing for a new kindle paperwhite.

Staffing

The new Adult Services Coordinator, Liz Adams, will start next week on Monday, September 18. She is a Trumbull resident coming to us from the Greenwich Library and was one of their resources management librarians and previously has worked in adult programming as well as youth services.

We are also in the process of hiring new part-time staff to fill a number of vacancies due to some of our staff members finding full-time jobs. They will be missed.

The Associate Director position was approved to be refilled.

Treasurer's Report: Antonio Petitti

1-The library budget:

The new budget has started July 1, 2023. This budget for FY 2023-2024 was set at \$1,821,076. It is worth noting that of this amount 78% is expected to be spent on the library employees for their services and 10% on books and programs — both directly helping the patrons realize their goals. So far during the months of July and August these two expenditure types and all other library budgetary expenses appear normal and on pace.

2-The non-budget board funds:

The non-budget board funds for July and August showed no significant income except for a single memorial donation of \$1000 which increased the Memorial Gifts/Donations balance. Meantime our expenditure from the funds did decrease our checking account balance on August 31 to \$20,136. This is a decrease from \$21,299 reported on June 30. A decrease of \$1163. This decrease reflects primarily the expense on the Fish tank for \$927. The crucial aspect to be noted in the non-budget Funds reports for these two months in general is the little income.

Fairchild Report: No report.

Old Business:

- 1) **Financial Subcommittee** (John Carpenter, Antonio Petitti, Rosemary Seaman, and Stefan Lyhne-Nielsen) No report.
- 2) **Bylaws and Policy Subcommittee** (Carol Porrata Elstein, Jennifer Mottolese, and Kimberly Perillo) The adjusted Bylaws are now posted on the website. The next round of policy amendments is being discussed to decide order of priority.

New Business:

- 1) None.

Adjournment: Motion made by Rosemary Seaman and seconded by Antonio Petitti that the Board adjourn the meeting at 7:33 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena C. 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 October 11, 2023, at 7:00 PM.