

TRUMBULL LIBRARY BOARD OF TRUSTEES
MINUTES

Trumbull Library

November 9, 2022

Members Present: Carol Porrata Elstein, Vice-Chair, John F. Breedis, Treasurer, John Carpenter, Jennifer Mottolese, Antonio Pettiti, Marc St. Louis, Mary Santilli, Gail Voytek

Members Absent: Rosemary Seaman, Chair

Also Present: Stefan Lyhne-Nielsen, Director

Meeting Called to Order: 7:03 PM

Pledge of Allegiance

Public Session: None

Correspondence: None

Approval of Minutes: October 12, 2022

Motion was made by Mary Santilli and seconded by John F. Breedis that the minutes of the October 12, 2022, meeting be approved as amended, changing "...section, The suggestion is just to keep these books on the shelves and not on display...." to "...section. The suggestion is just to keep these books on the shelves and not on display." Vote: All in favor. Motion passed.

Reports:

Director's Report – Stefan Lyhne Nielsen

Capital Plan

Town Council and the Board of Finance will meet tomorrow, Thursday November 10 at 6:30 PM, to discuss the Capital Plan. The library has a few things that are up for bonding requests, including new carpeting, new security and fire alarm systems, a parking lot expansion and a roof replacement for the Children's area roof. The Library Director will be in attendance to answer questions along with other department heads.

ARPA Funding

Town Council and Board of Finance will meet on Thursday, November 17. The location has not yet been determined. The library has asked for funding for a number of different projects, including RFID and modular meeting room spaces. The Library Director has been asked to submit more information regarding those two projects in particular, though at this time staff have not been asked to be present. The ARPA funds are scheduled to have a vote for the determination of at least some of the funds on Tuesday November 29 at the Trumbull High School Auditorium. For more information on the ARPA funding and other proposed projects, please see the Trumbull website: <https://www.trumbullct.gov/977/American-Rescue-Plan-Act>.

Newsletter

The newsletter is now on its new platform. It now has functional hyperlinks that connect directly with items in the catalog and programs on our public calendar.

Staffing

Full-time staff positions are still vacant. We can report that there is some movement to getting at least one of the positions filled. We will update as we receive more information.

Treasurer's Report – John F. Breedis

Disbursements from Board Funds during October came totally from Memorial/Fundraising income. These comprised: \$2187 in purchases of toys for the children's room and \$1170 for servicing of the aquarium in the children's room over the past year. Also during the past month, annual distributions were received for two trust funds: \$6575 for the Hawley Trust Fund (very slightly below last year), and \$8250 for the Mallett Fund (25% higher than last year). We expect to hear from the Merwin Fund trustees this month. Received also was the Janet Toplansky contribution of \$1000, made annually, for purchasing large print books in memory of her mother.

Fairchild Report – Mary Santilli

Work is being done on the elevator with an estimate of 6 weeks for installation. The Harvest party on October 29th was well attended. The Robotics program was also well attended. Monthly book club has started.

Old Business

- 1) Update on Merwin Trust mtg. – Expected in November.
- 2) Continue revision of policies - TBC

New Business

- 1) Nominating Committee – The committee is comprised of Gail Voytek, Mary Santilli, and Carol Porrata Elstein and they will be nominating the members.
- 2) Public Session Protocol – Carol Porrata Elstein researched public comment protocol and produced a suggest protocol. Conversation ensued about topics that can be discussed, and if they should only be related to what is on the agenda or may they be on anything related to library business. There was also conversation on the need to make clear that the Board is listening only and will not respond to comments. The Board agreed that the public comment sign-up sheet must be filled out by the start of the meeting at 7:00 PM and that the Public Session will be limited to 30 minutes, 2 minutes per person, and may be modified at the discretion of the chairperson. (New Public Session Protocol attached). Motion to pass protocol as discussed by John F. Breedis, seconded by Jennifer Mottolese. Vote: All in favor. Motion passed.
- 3) Holiday Staff Gift – Stefan Lyhne-Nielsen reviewed past holiday gifts, noted that the gift cards are a convenient option, especially with only a small budget available. Suggestion was made to ask Friends of Library if they would support it. Discussion on what kind of gift card. Motion to approve \$10 gift cards for staff made by Gail Voytek and seconded by Jennifer Mottolese. Vote: All in favor. Motion passed.
- 4) Director's Evaluation – Carol Porrata Elstein distributed questionnaires to board members regarding the Library Director's performance. Members are to fill them out and return to Ms. Porrata Elstein by November 23rd so that they may compile the data, discuss and add the review to Mr Lyhne-Nielsen's personnel file.
- 5) Boards and Commissions Dinner Dec. 1st - Carol Porrata Elstein reminded everyone to RSVP by November 23rd .

Adjournment: Motion made by John Carpenter and seconded by Marc St. Louis that the Board adjourn the meeting at 8:03 PM. Vote: All in favor. Motion passed.

Respectfully submitted,

Zdena Quinn

Approved, pending final approval by the Board of Trustees

Carol Porrata Elstein, Vice-Chair
Trumbull Library Board of Trustees

The next meeting of the Trumbull Board of Trustees will be on December 14, 2022, at 7:00 p.m.



Trumbull Library System

Public Comment Protocol

STANDARDS REGARDING PUBLIC COMMENT:

The Trumbull Library System welcomes comments from the public.

On the agenda of each monthly meeting, a period shall be set aside and designated during said meeting an opportunity for the public to address the Trustees and Library Director.

Time is limited to 2 minutes per person. Changes to this protocol are at the discretion of the Chair.

Speakers are not permitted to yield any portion of their time to another speaker(s). Nor shall they engage in cross talk with other attendees.

Any Trumbull community citizen who wishes to speak shall identify themselves by name and address, and if the speaker is speaking for a group or organization, they may so state.

Written statements presented by speakers during public comment shall be included in the minutes of the meeting.

Attendees who did not get to speak or do not wish to speak in front of an audience may fill out a comment card.

Immediate replies to questions/concerns should not be expected.

Any correspondence sent to the Director or Board Trustees shall be discussed during the Correspondence section of the agenda.

Summary of a Board Meeting Protocol

- Place name on a sign-up sheet outside the board room prior to 7:00 PM
- Indicate name and address, and organization being represented, if applicable
- Limited to 2 minutes per person
- Limited to a 30 minute time allotment
- No yielding time to another person

- Written statements shall be included in the minutes
- No cross talk between attendees
- May use a comment card in place of speaking publicly and such shall be included in the minutes

This protocol and the implementation guidelines are subjected to continuous review and may be amended by the Board.

“In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room.”

Approved by Library Board of Trustees, November 9, 2022