

January 17, 2024
Regular Meeting
Library Board of Trustees
Community Multipurpose Room

Present: Michelle Kersey; Christine Hadyka, Eilleen Weinstein; Suzanne Nintean, Janice Knudsen, Guthrie Dinda, Margaret McCarthy, Patricia Chesmer-McMahon, Lindsay Delligan

The meeting was called to order at 7:01 pm by the Chairman, Eilleen Weinstein

Public Comment:

Minutes:

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- Motion (Janice Knudsen/Patricia Chesmer-McMahon) to approve the minutes of the November 28, 2023 regular meeting. Motion carried with none opposed and 1 abstention.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.
- FY 2024 Budget (through January 2024 to date)
 - Budget reviewed. Of note: line item 213-5455 Special Events at 600% of budget spent due a delay in receiving the funds from Hugh Trumbull Adams fund. As funds have now been received those expenses will be adjusted. Any line items that are currently above 50% in spend have been increased in the FY 2025 budget request.
- Adult Programs:
 - We held two successful adult programs in December: a talk on Snow Leopards and a harp concert with Lebanon local Lillie Blakeslee. Both were well received. A talk with Naturopathic Physician Dr. Nicole Klughers on January 9 had to be rescheduled due to bad weather, but an upcoming talk on January 30 on Fire Cider with herbalist Nora Toomey already has 20 registered participants. The library will be hosting its second joint meeting with the Lebanon Historical Society on January 18 to discuss plans for town-wide America250 celebrations. Our weekly programs including Yoga, Chair Yoga, and Tai Chi remain well attended, and average about 10-14 people each.
- Correspondence:
 - Received a probate remainders check for \$285 from the Winifred Jackson estate. Finance Department will deposit the check and add it to the interest earnings for the account for 2024.
- Friends of the Library:
 - Friends and Book Discussion group had a lovely joint holiday meeting on December 12 which included a Yankee book swap. Friends held a meeting of the new officers on January 8. Timelines and priorities were discussed for 2024, including fundraising ideas

Shelving space was cleared near the library's front desk to provide a "book store" model space for the Friends to sell used books and other wares.

- Meetings:
 - Attended monthly meetings of the CLA Board and Intellectual Freedom committee. Proposals were submitted for the upcoming Spring 2024 annual conference, which will take place in Mystic. Keynote speaker will be Mychel Threets – JTL staff are very excited to hear him speak. Met with Ellen Paul and Maureen Sullivan for the second Strategic Planning session in Middletown on January 17.
- Grants:
 - No updates yet, but expecting news soon on the SB2 Collection Development plans that were submitted in November 2023. Anticipating approximately \$1200 in funds from the State Library.
- Facilities:
 - Dealt with a minor issue with the mini split units in the Community Room. They were accidentally disabled when a shutter blew off the side of the building and hit an outside shutoff switch. The Community Room had no heat for about 5 days. Dean is still waiting to hear back on a service contract for the mini split units. \$2000 was added to the proposed FY2025 budget to cover this contract.
- Personnel:
- Volunteers:
- Building Committee:
 - Remaining invoices for library furniture and podium that was approved by the Building Committee must now be approved by the Board of Selectman. These orders were approved at the January 9 BOS meeting, and the orders were placed. The podium was received with no issue.
- Landscaping
 - Two arbor vitae were removed during the septic construction at the Congregational Church. Dean planted them further up West Town Street.
- Circulation:
 - December 2023 = 4169 vs. November 2023 = 4374
- Computers:
 - Contacted Peter Lanese at Bibliomation to request a quote to purchase 5 new library computers to replace aging machines (one is 9+ years old). Peter formatted a library external hard drive and was able to backup the library's aging file server.

- Bylaws:
 - Met with Bylaws Committee to finalize updates to existing library policies.
- Event Highlights:
- Continuing Education:
 - Staff are very excited to attend the 2024 annual CLA library conference in Mystic. I will review schedules and budgets to try to ensure they can attend.
- Next Month:
 - Focus is now on the library's Strategic Planning process. We will be scheduling outreach sessions and discussion groups with the Board of Trustees as well as other town stakeholders. Adult craft programs are planned for February and I am hoping to schedule an Irish band for March.
- Youth Services Librarian Report: Maggie Gaier reported.
- Children's Programs:
- December 7, 6:30pm Pajama Story Time (13 people, all homeschoolers). December 19, 6:30pm Ballet Story Hour (28). Wonderful participation in Tree Lighting and Light Parade
- Looking ahead:
- Fred Rogers Cohort continues; After the conclusion of my learning community, I will plan a Mr. Rogers-themed program series for the fall for the pre-K age group and their caregivers. Summer reading planning at the staff meeting tomorrow

Standing Committees:

- Budget: Proposed FY 2025 budget was reviewed by the standing committee and approved. If the requested funding is not approved by Board of Finance, the Library Director will work with the Finance Department to adjust as needed. Budget will be presented to the Board of Finance when requested.
 - Motion (Christine Hadyka/Michelle Kersey) to approve the recommended budget form the Budget Standing Committee of \$429,590 in expenditures with a balance transfer of \$366,090 for FY 2025. Motion carried with none opposed.
- Bylaws: Motion (Michelle Kersey/Margaret McCarthy) to approve Bylaws revision as presented by the Bylaws Standing Committee. Motion carried with none opposed.
- Personnel: Next standing committee meeting scheduled for 1/18/24. Mid-term evaluation for Library Director being prepared and will include feedback from the Standing Committee membership, staff and Friends of the Library.

On-going Reporting

- Friends of the Library: See Director's Report.

Unfinished Business:

New Business:

Adjournment: Motion (Eilleen Weinstein/Guthri Dinda) to adjourn the meeting at 8:19pm. Motion carried with none opposed.

Next meeting scheduled for Wednesday, February 21, 2024.

Respectfully submitted,
Suzanne Nintean
Secretary