

February 21, 2024  
Regular Meeting  
Library Board of Trustees  
Community Multipurpose Room

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

The meeting was called to order at 7:02 pm by the Chairman, Eilleen Weinstein

Public Comment:

Minutes:

- Motion (Michelle Kersey/Janice Knudsen) to approve the minutes of the January 17, 2024 regular meeting. Motion carried with none opposed.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.

**Adult Program Highlights:**

- We held two exciting new programs at the end of January and beginning of February: a hands-on Fire Cider workshop that had 25 people and a Valentine's button flower craft. Both programs had 100% of registered attendees show up, which is a perfect attendance record for Lebanon so far. We received very positive feedback for both programs and future "hands-on" crafting and herbal events will be planned.
- Our weekly programs including Yoga, Chair Yoga, and Tai Chi remain well attended, and average about 10-14 people each.

**Correspondence:**

- Received correspondence from ACLB re: 2024 annual membership, which was renewed. Also received notification of an upcoming educational webinar on Diversity, Equity and Inclusion scheduled for February 28 at 7pm.

**Friends of the Library:**

- Friends quarterly meeting in February was postponed to February 28 due to a snow storm. Items on the agenda include setting up the new library website, transitioning the Friends from a registered corporation to a registered public charity, and discussing the library's Strategic Planning initiative.

**Meetings:**

- Attended the February BOS meeting and announced the library's Strategic Planning initiative. Sarah Hill added the meeting dates to the town calendar.
- Attended bi-weekly Strategic Planning meetings with Ellen Paul and Maureen Sullivan on Zoom and in Middletown. Maggie Gaier, Allison Peterson and Peggy McCarthy were also in attendance. Significant progress is being made on the Strategic Plan, including 2 scheduled Public Comment sessions on February 29 and March 14, as well as a survey to collect user feedback.
- Met with Hailey to discuss the March 2 Lebanon Budget meeting with the Board of Finance. Hailey said that the meeting is generally a discussion and I do not need to give a PowerPoint presentation. Hailey also mentioned that the Library Board may want to look at the library's Undedicated Fund Balance, which ideally should be about 20% of the operating budget or about 2-3 months of expenses.

- Attended a meeting at the State Legislative Office Building in Hartford to testify in support of the State Library budget, which provides the \$1200 in grant funding to public libraries that JTL is scheduled to receive in 2024.

#### **Grants:**

- No news on the \$1200 in State Library yet but hoping it will be available in April.
- No updates on the Hugh Trumbull Adams Fund application for 2024. Spoke with Rick Kane from the Lebanon Historical Society and he is anticipating receiving notice in either March or April. A draft of the 2024 application is in progress already.

#### **Facilities:**

- John Rosa came by for his final building inspection. He fixed a few minor remaining issues with the building, including cracked grout in the front hallway and lifting carpet squares in the adult fiction section.
- The library had several days with issues involving snow clearing after we received 11 inches of snow. High winds blew snow off the town green and into the library driveway and parking lot, making them impassible to almost all vehicles. Dean and Kevin were contacted and DPW came over to clear the snow away.
- We did have an issue with a small, unplanned snow storm on Saturday morning. DPW did not seem to be aware that they needed to clear library sidewalks and steps before 9am so the library could open on schedule. I will follow up on this.

#### **Personnel:**

#### **Volunteers:**

#### **Building Committee:**

- Sarah Hill will be ordering an approved metal bench and metal picnic table for the library in April 2024. This will close out all remaining Building Committee business.

#### **Landscaping:**

**Circulation:** January 2024 = 4827; 2022 = 51198; 2023 = 60347

#### **Computers:**

- Received a quote from Peter Lanese on needed computer upgrades for JTL. Total pricing is approximately \$5,415 to complete the recommended upgrades to Windows 11, purchase and configure 5 new staff computers, and set up consist staff and public computer logins and passwords.
- Lindsay will review quotes and bring recommendations to the next meeting.
- There are numerous current issues with technology at the library including:
  - Director's computer is a "mini" computer and is linked to the previous director's personal Microsoft and Google accounts. This computer needs to be upgraded and de-linked from personal accounts.
  - The staff file server is ancient – still running Windows 7 – and needs to be replaced immediately.
  - Staff and patron computers have inconsistent logins and passwords, as well as inconsistent installation and application of antivirus and security softwares.
  - One staff computer is approaching 10 years old and needs to be replaced.
  - Library laptops are aging and should be included in replacement plan.

#### **Bylaws:**

**Continuing Education:**

- Two staff have expressed interest in attending CLA on April 29 and 30. I will be presenting on both days in two different sessions, and will be attending both days. The deadline for the “early bird” registration is March 15.
- We held our monthly staff training session in January and got a jump start on planning for Summer Reading 2024. Staff created an idea board and assigned program homework. Our next staff meeting will be February 22 and we will be discussing Strategic Planning. It is February school vacation week, so most of the staff will be able to attend.

**NEXT MONTH:**

- We have multiple programs planned for March including: Mulcahy Irish Dance on March 16, Kerry Boys Irish music on March 12, and Black Bears in CT on March 26. Progress is also being made with Strategic Planning and we are continuing to coordinate Town Hall meetings for the upcoming asbestos abatement period in April-May.

Youth Services Librarian Report: Maggie Gaier reported.

**Ongoing programs statistics:**

- D&D: 35 (3 meetings); Homeschool Fridays: 93 (3 meetings); Warhammer: 14 (2 meetings); Storytime with Shaleen: 21 (1 meeting; 1 cancellation); Zoom Cartooning: 10 (2 meetings); Doodle Club: 40 (2 meetings; 1 cancellation); Sketch Club: 26 (2 meetings; 1 cancellation); Read, Rock & Rhyme: 165 (3 meetings); Magic the Gathering: 8 (1 meeting); Occ-u-Playgroup: 27 (1 meeting)

**One-off program statistics:**

- Take Your Child to the Library Day: 23; Storytime with MG: 18; Teen Art Drop-In: 4

**Grand total:** 484

**Overall Highlights:**

- New program for strumming guitar and ukulele facilitated by a wonderfully musical grandpa from Read, Rock & Rhyme.
- RR&R continues to grow and is a boost of joy every week. Feel free to stop by sometime, Wednesdays at 11am, to see this lively group in action.
- Strategic Planning is bringing a liveliness to staff and community
- Summer Reading 2024 plans are well underway, our theme is conservation, “Read, Renew, Repeat.”
- Affirmation Station with “Joy Rabbits.” Patrons and staff have been writing things that bring them joy at JTL. Come downstairs and check it out, add a note of your own.

**Looking Ahead:**

- Irish Dance with the Mulcahy Academy, Saturday March 16 at noon
- Won’t You Be My Neighbor Day, Wednesday March 20 at 4pm
- Earth Week and National Poetry Month in April

**Standing Committees:**

- Budget: no report
- Bylaws: Next meeting of standing committee scheduled for 2/22/24 at 6 pm.
- Personnel: Director’s Mid-term evaluation presented and reviewed with the Director and Personnel standing committee.

## On-going Reporting

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

## Unfinished Business:

## New Business:

- AED (Automatic Defibrillators): have (1) unit on site but no official training conducted. Lindsay will contact the Fire Department regarding training offerings.

Adjournment: Meeting adjourned at 8:06 pm.

Next meeting scheduled for Wednesday, March 20, 2024.

Respectfully submitted,  
Suzanne Nintean  
Secretary