

March 20, 2024
Regular Meeting
Library Board of Trustees
Library Community Room

Present: Bill Goba, Michelle Kersey, Christine Hadyka, Eilleen Weinstein; Suzanne Nintean, Janice Knudsen, Margaret McCarthy, Lindsay Delligan

The meeting was called to order at 7:00 pm by the Chairman, Eilleen Weinstein

Public Comment:

Minutes:

- Minutes of the February 21, 2024 regular meeting approved with one correction (spelling of Hailey changed to Hayley under Director's report).

Librarian Reports:

- Director's Report: Lindsay Delligan reported.

Adult Programs:

- March was a month of big programs for us. The Library hosted the Kerry Boys for an Irish music concert on March 12 and the Mulcahy Irish dancers on March 16. 35 people attended for the concert and 70 people for the dancing. The Historical Society expressed interest in co-hosting the Kerry Boys for a summer concert.

Correspondence:

- Harry Gruss emailed on 3/19 that the children's OPAC station is ready to deliver. Still waiting on the furniture for the Mary Trumbull Adams room – should be ready "mid-March".

Friends of the Library:

- Lindsay was able to successfully register the Friends of JTL as an exempt Public Charity with the State of CT, so this should resolve any outstanding paperwork issues for them.
- At their last meeting, they established several Standing Committees including Fundraising and Summer Reading to provide direct assistance to the library for large events and annual celebrations like the Halloween on the Green.
- Friends gave the library \$2000 towards Summer Reading 2024 costs.

Meetings:

- Met with Kevin Cwikla, Phil Chester, Rick Kane and Betsey Petrie McComber on 3/15 to discuss improvements to the crosswalk on Rt 87. Phil will reach out to contacts at the state DOT to schedule a meeting. The Library and Town are asking for 4 items:
 - Establish a crosswalk from the end of the library driveway to the public parking lot at Alden Tavern location.
 - Install a push-button crosswalk light (similar to Airline trail crossings)
 - Install a street light to illuminate the crosswalk for the library's late/evening programs and make it safer for library staff to park across the street.
 - Install unobtrusive signs on the library parking lot fence asking Lebanon Green walkers to please not park at the library during business hours.
- Met with Hayley Wagner to discuss funds in the Mary Trumbull Adams fund, the Hugh Trumbull Adams fund, and the library fund balance. Discussions are on pause until after the budget is approved, but are looking into:
 - What are the terms/restrictions on Mary Trumbull Adams (MTA) funds

- Where did the principle for the MTA funds originate from
 - How much of the library fund balance is from MTA and how much from library annual operating budgets
 - Annual interest from MTA is used to purchase books and other circulating materials.
- Attended the town budget hearing on March 3 to present and defend the library budget. Questions were asked about library usage and program attendance.

Grants:

- Maggie applied for the annual Summer Reading grant of \$2000 for 2024. She will tie in her recent training with the Mr. Rogers foundation.
- 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:

Personnel:

- One of our library subs has secured a second job and is not available for as many hours, so the Library is hoping to bring back Camryn Kessler, who is on the library payroll. She reached out and has more availability recently.

Volunteers:

Landscaping:

- Maggie will look at cutting back and cleaning up the pollinator garden in April to prepare for spring.

Circulation:

- Circulation for the month of February 2024 = 4580

Computers and Technology:

- Received a quote from Peter Lanese on needed computer upgrades for JTL. Total pricing is approximately \$5,415 for 5 new desktop computers.
- Followed up with Ryan from Novus and Peter Lanese from Bibliomation regarding options for improving the library's internet connection. The Library currently uses Spectrum, and average less than 25 Mbps download and less than 3 Mbps upload speeds. This is not sufficient. Possible options include:
 - Subscribing to CT Education Network (CEN). Novus is recommending this, but would need to sign a 20 year contract and the cost would increase to \$158 per month.
 - There may be additional government grant money available this year to cover the installation costs.
 - Town Hall is implementing Frontier Fiber. This may be a cheaper option that would not lock us into a contract for 20 years. Will meet with Sarah Hill to get details
- Library laptops likely need to be upgraded. Our Dell laptop is not connecting to the library projector consistently, and the other 5 Lenovo laptops (purchased with ARPA money) do not have MS Office, which is critical for presentations and staff use. One has a broken touch pad.
 - Estimated would need 3 new staff laptops: 1 for library director, 1 for youth services, 1 for Community Room use/presentations.
 - Spoke with Peter Lanese on 3/19, who recommended pricing out business model laptops. He estimates it will cost about \$1000-1200 each, and he would need about 3 hours @ \$85/hr to set up each device and install MS Office. MS Office 2021 is \$250 each. Total costs would be approximately \$4,605.

- Total computer upgrades = \$10,020

Bylaws:

Continuing Education:

- Claire, Shomriel, and Maggie will be attending CLA annual conference on April 29 and 30 at the Mystic Marriott and registered in time for the early bird pricing and saved \$150 total. I will be attending as a presenter both days.
- Monthly staff meeting held in February to discuss the library's strategic plan. Staff are invested and had great ideas, including offering a library of things, assessing current hours, and more passive programming like scavenger hunts and coloring sheets.

Strategic Planning Updates:

- 2 out of 3 public comment sessions have been conducted, staff and Library Board comment sessions held, and the Superintendent of Lebanon Schools interviewed. Lindsay will be conducting the final public comment session on 3/23 and interviewing the Senior Center Director on 3/22.
- A community survey was launched on March 1 and over 150 responses received so far. The survey closes on March 31.
- Early feedback has been overwhelmingly positive. People love the library staff and the children's programs. There are concerns about library parking and inconsistent hours.

Next Month:

- Based on early survey feedback, there will be an Adult Paint Night program on April 9 with Amy Ordonez from Studio 13 in East Hampton. The draft of the library's Strategic Plan is due April 17, so the planning team will be meeting to start the writing process.
- Lindsay will be attending the April 3 meeting for the Lebanon Schools Strategic Plan session and the April 6 Historical Society Strategic Plan session to see how the library can fit in and support these community organizations.

Youth Services Librarian Report: Maggie Gaier reported.

Children's Programs:

- The library continues to shine as the hub of our community.
- Pokemon Club debuted on 3/18 with 90 participants, year three of Irish Dance with 70 participants, weekly totals for Read Rock and Rhyme are between 50-60 consistently.
- Strategic Planning sneak peek... The Library has crossed the threshold of 150 for survey entries. Here are some words people use to describe our library: *welcoming, abundant, friendly, cozy, accessible, beautiful*. Nearly every respondent (141/154) gave staff a five star rating!

Standing Committees:

- Budget: no report
- Bylaws: Bylaws Standing Committee met 2/22/24 and incorporated the Town Attorney's suggestions into the recently revised bylaws which were updated appropriately.
- Personnel: Signed copy of the Director's Mid-term evaluation is now on file at Town Hall.

On-going Reporting

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

Unfinished Business:

New Business:

- Library staff are not required to be certified in the use of the AED (Automatic Defibrillators) or have CPR training. Lindsay contacted the Fire Department (Betsy Petrie) who will offer free training for interested staff.
- Motion made (Michell Kersey/Margaret McCarthy) to change the Board of Trustees regular meeting from 7:00 pm to 6:00 pm on the third Wednesday of the month. Motion passed with all in favor. Motion amended to add effective date of April 1, 2024.
- Letters of testimony or support or calls for support of SB 148 to Cathy Osten regarding fair pricing for ebooks for public libraries are strongly encouraged. Lindsay and Janice to develop information for patrons to be active in this campaign as well.

Adjournment: Meeting adjourned at 8:00 pm.

Next meeting scheduled for Wednesday, April 17, 2024.

Respectfully submitted,
Suzanne Nintean
Secretary