

April 17, 2024
Regular Meeting
Library Board of Trustees
Library Community Room

Present: Bill Goba, Michelle Kersey, Eilleen Weinstein; Suzanne Nintean, Janice Knudsen, Lindsay Delligan; Guthrie Dinda; Patricia Chesmer-McMahon

The meeting was called to order at 6:00 pm by the Chairman, Eilleen Weinstein

Public Comment:

Minutes:

- Minutes of the March 20, 2024 regular meeting approved with one correction (spelling of Betsey changed to Betsy under Director's report).

Librarian Reports:

- Director's Report: Lindsay Delligan reported.

Budget:

- Quarterly report reviewed (January – March 2024). Accounts above 75% (percentage of fiscal year that has passed) were Miscellaneous Services (126%) due to strategic planning expense; Special Events (600%) due to Summer Reading expenses from 2023 which will be reallocated to the Hugh Trumbull Adams fund; Equipment (222%) due to window candle expenses of \$800. Accounts below 75% were Medical/Dental Insurance due to Director not taking insurance, this expense was adjusted accordingly for the FY 2026 budget.

Adult Programs:

- On April 9, the Library hosted local Coventry artist Amy Ordonez for an adult paint night, which was very successful and well-received. 15 people attended.
- The library handed out over 100 eclipse glasses for the solar eclipse on April 8, in partnership with the Willimantic Public Library. Multiple viewers camped out on the green for a spectacular show.
- The library is participating in the Passport to CT Libraries during April. Nearly 100 people have visited JTL for this program.
- The Library received free seeds through a program with Uconn Master Gardeners and have distributed more than 300 seed packets in the Seed Library.
- The library wrapped up its strategic planning feedback sessions. After collecting and analyzing results from the surveys, the planning team created a draft plan, which was submitted on April 16 for review.

Correspondence:

- The Library received an email from Hayley Wagner on April 12 that the library had received a grant from the CT State Library for \$1,442, following the implementation of the library's new policies under Senate Bill 2.
- The Library received an email from Hayley on April 9 confirming receipt of \$2,000 for the LSTA Summer Reading grant, and \$2,276 for our participation in the Connecticard program in 2023.
- The Library received an email from Brooke Sullivan, who requested assistance to set up a memorial fund for the library in memory of her mother, Leah Tanger. A total of \$1,969 has been given so far.
- The Library received an email from Lauren Sobota from Seward and Kissel, LLP on April 4. The Hugh Trumbull Adams Memorial grant applications are open and due May 15.

Friends of the Library:

- The next Friends meeting will be May 8.
- Maggie met with the Friends Summer Reading standing committee to discuss Summer Reading plans.

Meetings:

- Lindsay spoke at the Lebanon BOS meeting on April 2 to report on recent library events and accomplishments.
- Lindsay attended the Lebanon Schools Strategic Planning meeting on April 3.
- Lindsay attended the Lebanon Historical Society's Strategic Planning meeting on April 6.

Grants:

- Maggie was approved for a \$2,000 LSTA Summer Reading grant for 2024. The money was received and deposited by Hayley.
- The Library received \$1,442 from the State Library under Senate Bill 2.

Facilities:

- One of the window blinds in the Community Room is broken and does not retract. The library director contacted the manufacturer on April 17.
- New furniture for the Mary Adams Trumbull room has arrived. This completes any outstanding items from the new building project.

Personnel:**Volunteers:****Landscaping:**

- Sarah Hill will submit orders for the approved picnic table and bench for the library. The Library Director will coordinate delivery with DPW.

Circulation:

- February 2024 circulation = 4580 vs. February 2023 circulation = 5080

Computers and Technology:

- A full inventory of all of the library's desktop and laptop devices was completed. Items to note:
 - Several laptops have hardware issues, including broken touchpads and broken HDMI ports.
 - None of the laptops has MS Office installed, making them unusable for library presentations.
 - Two devices have unknown passwords.
 - The library director's computer is currently linked to the previous directors' personal accounts, including Gmail and Microsoft.
- Lindsay received a quote from Peter Lanese on needed computer upgrades for JTL. Total pricing is approximately \$5,415 for 5 new desktop computers, along with a quote of \$4,745 for 5 HP Notebooks, not including Microsoft Office. MS Office is approximately \$250 each for 10 devices.
 - Total estimated technology upgrades: \$18,075
 - Lindsay received a quote from Jason at Frontier to install fiber internet. Total cost, with CT State discounts, will be \$115.98 per month for 60 months. Annual total: \$1,391.76 for 5 years.
 - Lindsay to submit complete proposal with recommendations and requested funding at the next meeting.

Bylaws:**Continuing Education:**

- Betsy Petrie will provide CPR training to interested library staff. Date is TBD.
- Darcy Battye will offer Dementia Awareness training on May 31. The library director and interested staff plan to attend.

Next Month:

- The library will host Lebanon local Marge Nichols on May 7 for a travel talk on several kayaking trips she took in northeastern United States and Canada.
- Maggie will host a live music event on April 22 with Maya Rodgers Sherman to celebrate Earth Day.

Youth Services Librarian Report: Maggie Gaier reported.

- \$2000 from CT State Library, Division of Library Development for our Summer Enrichment Grant Application for a Mr. Rogers Neighborhood-themed program series
- Friends of the Library also gave \$2000 for general Summer Reading needs
- Summer Reading kicks off July 1, books and recording sheets ready the last week of school; many fun and exciting preparations in the works in line with our Read, Renew, Repeat theme
- Drop in crafts on Monday afternoons– lovely homemade bookmarks made by patrons of all ages
- Pokemon meeting #2 saw over 60 people!
- Join the Library next week for Earth Day live music on Monday at 6:30 and Poetry Open Mic, our “Howl!” event on Tuesday 6:30

Standing Committees:

- Budget: See Director’s report
- Bylaws: Changes recommended by attorney reviewed. Motion (Janice Knudsen/Patricia Chesmer-McMahon) to accept revisions to bylaws as presented. Motion carried, none opposed.
- Personnel: no report
- Nominating: no report

On-going Reporting

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

Unfinished Business:**New Business:**

- Budget referendum will be held Mid-May, after which time the Director will adjust the budget accordingly.
- Lindsay will propose change in library hours to standardize, based on strategic planning feedback at a later meeting.

Adjournment: Meeting adjourned at 7:13 pm.

Next meeting scheduled for Wednesday, May 15, 2024.

Respectfully submitted,
Suzanne Nintean
Secretary