



Jonathan Trumbull Library

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Jonathan Trumbull Library

October 19th, 2017

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Maureen McCall, Kathy Chesmer, Judy Vertefeuille, Berkeley Nowosad, Mary Withey, Darlene Boirie and Library Director Julie Culp
Absent: Michelle Kersey

The meeting was called to order at 7:02 by the chairman, Cathe McCall.

Motion (Diane McCall/ Judy Vertefeuille) to accept the minutes to the September 21st regular meeting. The motion carried with none opposed.

Correspondence – Cathe read the invitation to board members to the 2017 ACLB conference to be held on Friday, November 3rd. Also in the correspondence was a thank you note from Carl Stanich who won a gift certificate for the adult summer reading program. He will make delicious use of the certificate to The Farmer's Cow and really enjoyed the book reading and the writing of the reviews. Lastly, Cathe read Julie Culp's resignation letter. Julie has given us two months notice and will be flexible in her ending date as she wants to make sure that there is a smooth transition to a new director. She said this was the best job she ever had.

Library Director's Report – Julie reported.

- Program attendance has been pretty good (1,057 between the adult and children's programs from July 1, 2017 through today).
- Circulation still varies but has greatly increased over the last ten years.
- The Friends' book sale made \$2,621.50! Julie extended congratulations to co-chairmen Diane and Maureen McCall and all the Friends for their hard work! The Book Brigade went well with help from Boy Scouts and the town crew moved the tables back to community center attic on Monday morning after the sale. Julie said that the Friends of Jonathan Trumbull Library have raised about \$60,000 since 1992. Diane thanked everyone for their hard work and without all of the help, the sale wouldn't have been so successful. She said that the music CDs were an especial hit and we sold out of the many rows that we put on display. Julie noted that the Friends had one of their best sales and only collected for five months.
- Bibliomation's Peter Lanese came out to fix our backup with CrashPlan and to fix a problem on the director's laptop. This was paid with banked Bibliotech hours. The laptop may need a new battery soon.

- Julie had spoken to the First Selectman about the lower entrance door and Betsy said she will put that repair on the Facility Manager's list. Donna will also report to the Safety Committee because that door is rusty and the bottom is peeling upward and she feels dangerous to workers and patrons.
- Donna attended the state library training in Ellington on October 3rd for new findITCT statewide library catalog which is replacing reQuest for statewide interlibrary loan. ReQuest was shut down for about three years and Bibliomation has handled these loans in the interim.
- Julie is filing a Letter of Agency with Maria Bernier of the Connecticut State Library for the state library grant for a new fiber connection to the internet. This is the first step in a process which will require filing for E-rate funding in February, 2018 and then applying for the grant anytime in 2018. Installation would be in the spring of 2019. A high speed, fiber internet connection would be a perfect addition to our renovation project. The state is only offering this for another two years. Maria is a great resource who will help with the entire process.
- Julie submitted the grant request to Hugh Trumbull Adams Town Memorial Fund for \$10,000 for programming and \$5,000 for professional web page development (\$15,000 total).

Youth Service Director's Report – Linda reported. Her scheduled programs are as follows:

- TIME FOR STORIES – November 6, 13 and 20
- READ, ROCK & RHYME – November 1, 8 and 15
- TEEN DRAWING LESSONS with KENT RICE – Saturday, November 4th from 10:00 AM to 12:00 PM – this will be the final class of Beginning and Intermediate Drawing Lessons for teens.
- KIDS' MOVIE: MOANA – Thursday, November 9th at 6:00 PM
- POKÉMON CLUB - Saturday, November 11th at 10:00 AM
- KEVA PLANK ENGINEERING - Tuesday, November 14th at 4:30 PM – Ages 6-9
- MAKE YOUR OWN THANKSGIVING CANDY TREATS – Saturday, November 18th at 10:00 AM – All ages welcome – limit 22 – registration required.
- SHOPKINS PLAY AND SWAP – Saturday, November 25th at 10:00
- Other - Linda attended the "Supercharged Storytime" workshop at the Middletown Library Service Center this morning. The information presented ties into Connecticut's Early Learning and Development and Performance standards. Linda will join librarians around the state and prepare ten Story Times with practices for submission and will observe and assess a fellow librarian who will then do the same for her. The results of this initiative will be published when completed.

Sub-Committee Reports

- Bylaws – Recommended changes presented by the bylaws committee. All were in favor with none opposed. The motion carried. Julie will update the master and Maureen will proof it before copies are made and distributed to the rest of the board members.
- Facilities – The issue with the lower entrance door reported above.
- Personnel – Discussed the process of finding a new Library Director. A search committee was appointed consisting of Mary, Berkeley and Darlene. They will be meeting at 5:30 on October 25th to begin the process. Julie is welcome to attend. Julie had a folder with lots of information to give the search committee so that they can begin making plans. Cathe has informed the First Selectman of Julie's resignation as the town will need to be involved in the process as well.
- Friends – Book sale addressed above. Cathe noted that their next meeting is on December 14th at 6:00 at the Community Center and that meeting will be followed by their holiday party.

- Trust Fund – Already covered
- Building Committee – Nothing to report

Unfinished Business

Nothing to cover at this time.

New Business:

Closing dates - Julie asked that we decide on the library closure dates for 2018. After discussion, motion (Maureen McCall/Mary Withey) that we close on the following:

New Year's Day – January 1 st	Martin Luther King Day – January 15 th
Presidents' Day – February 19 th	Memorial Day – Parade – May 26 th
Day – Observance – May 28 th	Memorial Fourth of July – July 4 th
Labor Day – September 3 rd	Columbus Day – October 8 th
Veterans Day – November 12 th	Thanksgiving Day – November 22 nd
Christmas Day – December 25 th	

Early Closing – December 24th – 1:00

Early Closing – December 31st – 1:00

The motion carried with none opposed.

Nominating Committee – Judy and Mary volunteered to serve on the nominating committee. The three officer positions will have to be filled. Committee positions will be filled at the next meeting. The nominating committee will report at the next meeting for the board to vote and for the officers to be installed. Cathe noted that if asked, she will serve as chairman again but would appreciate someone else stepping forward to serve on the Library Building Committee.

Hearing no other business, motion made (Maureen McCall/Diane McCall) to adjourn at 7:44. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary