



Jonathan Trumbull Library

580 Exeter Road ♦ Lebanon, CT 06249

Tel. 860 642-7763 ♦ Fax 860 642-4880

www.lebanonctlibrary.org

Jonathan Trumbull Library
February 18, 2016
Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Maureen McCall, Berkeley Nowosad, Kathy Chesmer, Mary Withey, Judy Vertefeuille and Michelle Kersey, and Library Youth Services Director, Linda Slate

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

Minutes to the January 21st meeting were addressed. Motion (D. McCall/M. Kersey) to accept the minutes as presented. The motion carried with none opposed.

Correspondence – None

Director's Report – Linda reported – Note that January circulation would have been 5,729, an increase over January 2015 if we were still counting circulation of our books at other consortium libraries. The State Library statistics gathering has changed. We are fully registered for Sydney Sherman's "You Are Not Alone" program with 45 attendees and names are on a waiting list as well. Twenty-four people attended First Tuesday Films, breaking a prior record. The "Million Pollinator Garden Challenge" program by Len Giddix of Pride's Corner will be held on March 3rd at 6:30 PM. Beekeeper Ned Farrell will present "What's The Buzz? Honeybees and Beekeeping" on Thursday, March 31st at 6:30 PM. Julie is planning an April program titled "Fashion in Fiction: Clothing speaks volumes in Jane Austen's novels". Other programs include "Equinox and the Arts XXI" being held from March 19th through April 21st, book discussion of "The Orphan Train" on March 15th at 6:30 PM and the First Tuesday Films, "The Martian" on March 1st at 2:00 PM and "The Intern" on April 5th at 2:00 PM. "The Hot Chicks With Sticks" continue to meet (March 7th and 21st) at 6:30 PM. Jason Nowosad is inputting the floor plans for the Community Center into his computer so that we can determine what furniture and books will fit.

Young People's Director's Report – Linda reported – She noted that *Event Keeper* will be put on the Website, making it easier for patrons to keep track of the happenings. The Summer Reading Theme for 2016 is Wellness, Fitness and Sports – "On Your Mark, Get Set, Read!" It was set to run from June 20th through August 13th but the beginning date may change with school getting out earlier this year. Performers are already being booked. "Time for Stories" held on Mondays at 10:00 AM for twos and threes has been packed, averaging from 20 to over 30 attendees. "Read, Rock and Rhyme" attendance has been lower but this week we have had many new faces. Nineteen attended "Drop-in Valentines" and forty-six attended "TYCTTLD Creature Teachers: Animals Around the World". Thirty-three attended

“Pokemon” last month and continues to grow, drawing kids from surrounding towns. Linda is attempting to set up an Open Play event once a month for parents in our area. Upcoming Events include the “Teen Book Discussion” on March 1st featuring “The Finisher” by David Baldacci, “Home School Building Club”, March 8th and 24th, “Shopkins Play and Swap” on March 12th, “Chess and Board Games” on March 22nd and “Candy Science” on March 22nd. Other points of note: the Wallingford Library had burst pipes and lost their picture book collection and their Easy Readers. Berlin Library lost lots of their non-fiction for the same reason.

Bylaws – Motion from the bylaws committee to make the following changes to both the Library Assistant’s and the Library Director’s job descriptions as requested by the Library Director:

Library Assistant’s job description to include the following items that will be removed from the Library Director’s job description.

Supervise circulation and interlibrary loan activities in the adult library
Recruit and supervise volunteers

Thus the description under Essential duties and responsibilities for the Library Assistant will read as follows:

Essential duties and responsibilities:

1. Provides excellent customer service for patrons-in person and on telephone
2. Supervise circulation and interlibrary loan activities in the adult library
3. Recruit and supervise volunteers
4. Processes all patron transactions in a timely, accurate and efficient manner
5. Assists patrons in checking out, returning, renewing and requesting library materials
6. Collects and records fines for overdue materials
7. Assists patrons with computers, printers, photocopies and fax machine
8. Responds to patron questions and requests for information, referring to Library Director as needed
9. Communicates with Library Director about patron complaints, comments and suggestions
10. Shelves materials and keeps library organized and neat
11. Orders library supplies and maintains adequate quantities of necessary supplies, within budget parameters
12. Catalogs new library materials
13. Coordinates and prepares reports on interlibrary loan activities

The Library Director’s job description will change to show the removal of those two items as follows:

Library Services Management

1. Direct the daily operations of the library to ensure high quality services to the maximum of the budget allocation
2. Select and weed the adult library materials
3. Process or supervise the processing of adult library materials
4. Instruct patrons and staff in use of various technologies in the Library
5. Provide reference assistance and reader’s advisory assistance to patrons
6. Provide or conduct programs of use to the community

Fiscal Management

1. Provide Library Board with a recommended annual budget to present to the Board of Finance
2. Administer approved budget
3. Research and evaluate cooperative purchasing

4. Prepare budget reports representing current fiscal status for the January, March, May, September and November Library Board meetings
5. Prepare year end fiscal report for Library Board and Town
6. Prepare and submit biweekly payroll for Town payroll service
7. Prepare and submit financial reports to appropriate local, state and federal government agencies
8. Seek and administers grants that are applicable to the Library including the annual State Basic Library Support Grant and C-Card Grant

Personnel Management

1. Appoint a Youth Services Librarian and hire competent personnel to staff the library
2. Administer personnel policies
3. Schedule library personnel to provide for effective library usage
4. Provide in-service training, and information on workshops and educational opportunities that are applicable

Property Management

1. Ensure the daily maintenance and upkeep to provide a clean and appealing facility
2. Supervise maintenance and repair personnel
3. Ensure safe conditions for staff and public
4. Analyze buildings and grounds needs and recommend improvements and repairs to the proper authority
5. Ensure the servicing of library equipment and building utilities to maintain proper performance

Miscellaneous

1. Act in advisory capacity to Library Board regarding library issues
2. Act as liaison between Library Board and Town departments and authorities
3. Act as liaison between Library Board and library staff
4. Act as liaison between Library Board and Friends of the Library
5. Prepare or supervise the submission of monthly State C-Card and Interlibrary Loan reports
6. Seek opportunities to engage in cooperative efforts with other Town departments to provide more services to town residents
7. Attend educational workshops and other functions that promote or improve the workings of libraries
8. Employ appropriate means of communication: brochures, posters, press releases, etc. that inform and promote the Library's activities

It was noted that the Library Assistant also handles the Artist of the Month program but the thought is perhaps that is dealt with under another category. The motion carried with none opposed.

Budget – Julie and Cathe will be making their presentation on Saturday between 10:00 and 11:00 AM. The increase we will be showing is mostly due to salaries and benefits.

Facilities and Equipment – The new cleaning person is working out well. Some concern was mentioned regarding the raised lip at the end of the walkway to the front door that the town should deal with. Some work had already been done there.

Personnel Committee – nothing to address

Friends – They have agreed to take care of the basket raffle on the day of the Antique Show.

LCBA – no one has attended and this will be removed from the agenda.

Publicity – nothing to report

Trust Fund – nothing to report

Building Committee – The board confirmed that they are in support of Berkeley replacing Alicia Wayland on the Library Building Committee. Discussion ensued around the plans. The Furniture Disposition committee met and took an inventory of everything in the library that we might keep, sell or toss. Sale of the card catalogues were discussed and that item was tabled for now. The next meeting of the Building Committee is next Wednesday at 5:30 at the Historical Society and all were encouraged to attend.

Unfinished Business – None

New Business – Linda let the board know that some time before September, she will be having knee replacement surgery so will be absent for a period of time.

Hearing no other business, motion made (M. McCall/J. Vertefeuille) to adjourn at 7:45. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary