



Jonathan Trumbull Library

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www.lebanonctlibrary.org

Jonathan Trumbull Library

August 20th, 2015

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Alicia Wayland, Maureen McCall, Berkeley Nowosad, Mary Withey, and Library Directors, Julie Culp and Linda Slate

Absent: Kathy Chesmer Judy Vertefeulle and Michelle Kersey

The meeting was called to order at 7:00 by the chairman, Cathe McCall.

Minutes to the July 16th meeting – Motion made by Mary Withey and seconded by Diane McCall to accept the minutes as presented. The motion carried with none opposed.

Correspondence – The chairman passed around a letter from the ACLB regarding 2015 awards.

Director's Report – Julie reported – Circulation continues to fluctuate as would be expected. The check for \$1,000,000 was wired to the town this week from the HL/MT & HT Adams Trust for the building project. Library Aide Denise Valliere-Peay is leaving for full-time employment. Jamie Sweet has accepted an additional 9.5 hours a week for a total of 19 hours a week and they plan to hire someone with technical abilities for 4 hours a week. The town paid from TIP for the repair of the Ethernet switch which was damaged during a power outage. Two new computers will be purchased and two of the oldest will be retired. They have asked that one be a laptop so that they can still function on Evergreen if the system goes down again. There was a leak in the break room/server room during a driving rainstorm last month. CT Author Trail author will be here on Tuesday, August 25th at 6:30. The book discussion group met on August 18th and planned next year's list. The first book (The Rosie Project by Graeme Simsion) will be led by Professor Susan Topping who will be paid by the Friends. The Friends also funded a \$25 raffle basket for the CAT Finale at the Cabaret Theatre at Mohegan Sun to be held on September 10, 2015 at 6:15 P.M.

Young People's Director's Report – Linda reported that September events include **Time for Stories** – Monday 9/14 – 10:00 AM, **Read, Rock & Rhyme** – Wednesdays 9/16 & 9/30 – 10:30 AM. Book Sale set up and sale decrease the availability of the room for programs in September. 94 children enrolled Evanced Summer Reading software. Random drawing winners of \$10 Amazon gift cards supplied by the Friends have been a hit. They will also be drawing names for top readers next week. 50 programs to-date (32 special events and 18 Story times/Read, Rock & Rhyme). 959 have attended these. Two cartons of food from program attendees was donated to Neighbors Helping Neighbors food bank.

Bylaws – The committee met and the report has been distributed. It was decided that the board would address each item individually.

Current	Change	Decision
<p><i>ARTICLE III – BOARD OF TRUSTEES</i></p> <p>The term of newly elected members will commence on the second Tuesday next following the day of the municipal election at which such official is elected, barring special circumstances (14 days after the election.)</p>	<p><i>ARTICLE III – BOARD OF TRUSTEES</i></p> <p>The term of a newly elected member begins on the second Tuesday following the municipal election. (This is usually fourteen (14) days after the election).</p>	<p><i>ACCEPTED</i></p>
<p><i>Section I – Duties of Officers</i></p> <p>2. Appoints special committees and is an ex-officio member of all committees except nominating committee</p>	<p><i>Section I – Duties of Officers</i></p> <p>2. Appoints special committees and is an ex-officio member of all committees except the nominating committee</p>	<p>ACCEPTED</p>
<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>6. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting</p> <p>7. Conducts correspondence as directed</p> <p>8. Reads correspondence or reports the substance of it at meetings</p>	<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>6. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting</p> <p>7. Warns all special meetings with the selectman's office</p> <p>8. Conducts correspondence as directed</p> <p>9. Reads correspondence or reports the substance of it at meetings</p>	<p><i>ACCEPTED</i></p>
<p><i>Secretary</i></p>	<p><i>Secretary (Align the bullets)</i></p>	<p><i>ACCEPTED</i></p>

<p><i>ARTICLE VI – MEETINGS</i></p> <p>6. At the September meeting in the election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years.</p>	<p><i>ARTICLE VI – MEETINGS</i></p> <p>6. At the September meeting in the non-election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years except for the year of 2015.</p>	<p><i>ACCEPTED</i></p>
<p><i>ARTICLE VII – COMMITTEES</i></p> <p>1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. If the newly elected members are unable to be sworn in by the November meeting, the Board shall appoint such standing committees at the January meeting. Term will be two (2) years.</p>	<p><i>ARTICLE VII – COMMITTEES</i></p> <p>1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. Term will be two (2) years except for the year of 2015.</p>	<p><i>ACCEPTED</i></p>

<p><i>ARTICLE VIII – AMENDMENTS (pg 5)</i></p> <p>1. ...They may be amended by a two thirds (2/3) vote at the next meeting.</p> <p><i>LIBRARY POLICIES (pg 7)</i></p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY MAJORITY VOTE AT ANY LEGAL BOARD OF TRUSTEES MEETING WHERE A QUORUM IS PRESENT.</p>	<p><i>ARTICLE VIII – AMENDMENTS (pg 5)</i></p> <p>1. ...They may be amended by a two thirds (2/3) vote at the next meeting.</p> <p><i>LIBRARY POLICIES (pg 7)</i></p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY MAJORITY VOTE AT ANY LEGAL BOARD OF TRUSTEES MEETING WHERE A QUORUM IS PRESENT.</p>	<p><i>...They may be amended by an affirmative vote of six (6) members at the next board meeting.</i></p> <p><i>LIBRARY POLICIES</i></p> <p><i>Amendments to policies may be made by an affirmative vote of six(6) members at the next board meeting.</i></p>
<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>The Budget Committee is part of the planning of the proposed budget and the revised budget (when the Town notifies us of the amount of money they have allotted to the library.)</p>	<p>Role of the Board of Trustees – Duties and Responsibilities (pg 6)</p> <p>The Budget Committee is part of the planning of the proposed budget and the revised budget (when the Board of Finance or Finance Office notifies us of the amount of money they have allotted to the library.)</p>	<p><i>ACCEPTED</i></p>

<p>Collection Development Policy</p> <p><i>Population Served</i> - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. The Young People's Library serves all children from birth. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age. A parenting collection is also maintained in the Young People's' Library.</p>	<p>Collection Development Policy</p> <p>Population Served - The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. The Young People's Library serves all children from birth to young adults. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age.</p>	<p><i>ACCEPTED MOST OF IT – SINCE THE YOUNG ADULT BOOKS MOVED UPSTAIRS, REMOVED THE LST LINE OF THE SUGGESTED NEW PARAGRAPH.</i></p>
<p><i>Gifts</i> – Gifts donated to the library will be made without conditions.</p>	<p><i>Gifts</i> – Gifts donated to the library will be made without conditions except under circumstances approved by the Library Director.</p>	<p><i>ACCEPTED</i></p>
<p><i>Circulation Policy (pg 10)</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to both the Children's and Young People's and Adult sections.</p> <p>9. Policy for Passes to Museums, Aquariums, etc.:</p> <ul style="list-style-type: none"> • One pass per family per visit may be borrowed. • Person signing out pass must be at least eighteen years old. • Passes are loaned for three (3) nights but patrons are encouraged to return as soon as ... 	<p><i>Circulation Policy (pg 10)</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to both the Young People and Adult sections.</p> <p>9. Policy for Passes to Museums, Aquariums, etc.:</p> <ul style="list-style-type: none"> • One pass per family per visit may be borrowed. • Person signing out pass must be at least eighteen years old. • Passes are loaned for three (3) nights but patrons are encouraged to return them as soon as... 	<p><i>ACCEPTED</i></p> <p><i>REMOVE REFERENCE TO VIDEOCASSETTES IN ITEM 6</i></p> <p><i>Encourage to return THEM...</i></p>

<p><i>Miscellaneous</i></p>		<p><i>If that is the only word from this section to fit at the bottom of this page, please put a page break before it.</i></p>
<p><i>Job Description – Library Director (pg 13-14)</i></p>	<p><i>Job Description – Library Director (pg 13-14)</i></p> <p>Physical abilities: Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.</p> <p>Equipment used: Computer keyboard, bar code scanner, receipt printer, photocopier, telephone fax machine, public access computers, computer printers</p>	<p><i>ACCEPTED for Library Director and Youth Services Director</i></p> <p><i>This following should be replaced for all job descriptions</i></p> <p>Equipment used: current library technologies.</p>
<p><i>Youth Services Librarian</i></p>	<p>Ditto above</p>	<p>ACCEPTED</p>
<p>Current</p>	<p>Proposed AND ACCEPTED</p>	
<p>APPENDIX I: Library Director Job Evaluation Form</p> <p>The Personnel Committee will conduct an annual evaluation of the Library Director before the October meeting of the Board of Trustees. The purpose is to facilitate communication between the Board and the Library Director. Input will be solicited from the entire Board of Trustees prior to the October meeting and the Personnel Committee will compile results and meet with the Library Director. The Library Director will be given the opportunity to respond. A summary will be presented to</p>	<p>APPENDIX I: Library Director Job Evaluation Form</p> <ol style="list-style-type: none"> 1) Prior to the September Board meeting, the Personnel Committee will elicit feedback from the Library Board members regarding the Library Director's performance. The members of the Library Board will utilize the Library Director Performance Evaluation document as a reference. 2) Using the feedback provided, the Personnel Sub-Committee will meet prior to the September meeting to complete a draft of the Annual Evaluation. 	

<p>the entire Board.</p> <ol style="list-style-type: none"> 1. Organization Leadership – How well does the Library Director work towards the mission of the library? Does s/he understand the needs of those we serve and work to serve those needs? 2. Business and Financial Management – Does the Library Director understand the organization's financial needs and account systems? Does s/he make appropriate financial decisions and recommendations and help the Board understand the library's financial situation? 3. Relationship with the Board – does the Library Director offer the Board direction? Does s/he keep the Board informed? 4. Personal Characteristics that Impact on the Job Performance – Does the Library Director maintain high standards of ethics, honesty and integrity? Does s/he devote time and energy to the job and exercise good judgment in carrying out responsibilities? Is the Director visible in the community? 5. What are the major strengths of the Library Director? 6. How can the Library Director do a better job? 	<ol style="list-style-type: none"> 3) At the September Board meeting, the Board will adjourn to Executive Session to review the draft evaluation and make any additional suggested revisions. 4) Barring any unforeseen obstacles, prior to the October Board meeting, the Chair of the Library Board and one other member of the Personnel Committee will meet with Library Director to deliver the review and give the Director opportunity to respond. The review will be delivered to the Library Director prior to the meeting to allow him/her time to read the review and prepare any comments.
<p>APPENDIX E: Board of Trustees Address List (pg 24)</p> <ul style="list-style-type: none"> • Five (5) members are needed for a quorum • Three (1/3) of the members of the Board of Trustees are up for election every other year • The term of each Director is six (6) years 	<p>APPENDIX E: Board of Trustees Address List (pg 24)</p> <ul style="list-style-type: none"> • Five (5) members are needed for a quorum • Three (1/3) of the members of the Board of Trustees are up for election every other year • The term of each Director is six (6) years • Bylaws may be amended by an affirmative vote of six (6) members at the next board meeting

The Evaluation document will be added as Appendix L. Motion by Mary Withey and seconded by Diane McCall to accept the changes as discussed. The motion carried with none opposed. Julie will make the appropriate changes to the master document once she receives the minutes to this meeting. The bylaws committee will proof that document before it is released.

Budget – nothing to report

Facilities and Equipment – Two new computers as reported by the director and a leak in the break/server room.

Personnel Committee – as there were no suggestion made to the evaluation document as presented at the last meeting, it is final and will be added to our bylaws as noted above.

Friends – Diane has the book and everything is going well. Michael Harris will spearhead the book brigade. He has made flyers to be hung around town and will do bookmarks as reminders. Cathe will be pressed into service to pass them out at the Farmer's Market. The sign-up sheets were distributed for working at sorting and also the day of the sale. New signs are being made by Recognition Products and will be posted soon. Lebanon Life will put in the notice and a notice has been sent to Booksalefinders.com.

Publicity – It was suggested that even though there is not a lot going on right now with the Building Committee, a little something should be put in Lebanon Life every month to keep the project in front of the town.

Trust Fund – Nothing besides the check and that was wonderful news.

Building Committee – Cathe reported that they are still interviewing.

Old Business – None

New Business – None

Hearing no other business, motion made (M. McCall/M. Withey) to adjourn at 8:11. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary