



Jonathan Trumbull Library

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Jonathan Trumbull Library

July 16th, 2015

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Alicia Wayland, Kathy Chesmer, Maureen McCall, Judy Vertefeuille, Berkeley Nowosad, Mary Withey, Michelle Kersey and Library Directors, Julie Culp and Linda Slate

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

Minutes to the June 18th meeting – Motion made by Alicia Wayland and seconded by Michelle Kersey to accept the minutes with correction (Julie corrected that the High School did send a list but did not bring any books or shelving). The motion carried with none opposed.

Director's Report – Julie reported – Circulation down from last year at this time but up from last month. We were reminded that we have had five closed Mondays so far this year and several days without power. In ten years, we have had healthy growth. On July 1st there was no power so the library closed early and the next working day the Ethernet switch died so the staff had to use laptops to make the Wi-fi connection to do circulation. The librarians are talking to other libraries regarding relocation. Donna will be taking a troubleshooting computer class in August. Nadeau has been contacted in regards to two pieces of furniture that will be auctioned. The Historical Society will take almost all of the LMHS yearbooks. Linda is doing an outstanding job with the summer reading program.

Young People's Director's Report – Linda is weeding the picture books and resorting by category. She is following what the Ridgefield Library has done and has contacted their Children's Librarian who had offered to share her design and labeling system. Most libraries notice increased circulation after completing this project. Fiction will be weeded next and then she will make her way through the rest of the collection prior to the move to a temporary location. She has been getting a lot of summer volunteers, many who are middle school students needing hours for National Honor Society. Programs are being promoted via our Facebook page and the two Lebanon Facebook sites and feedback has been good. Photos of the programs are especially enjoyed. August events include **Time for Stories** – Mondays 8/3 & 8/10 – 10:00 AM, **Read, Rock & Rhyme** – Wednesdays 8/5 & 8/12 – 10:30 AM, **Tween/Teen Board Games** – Monday 8/3 – 2:00 PM, **Mr. Magic** - Tuesday 8/4 – 6:30 PM, **Tween/Teen Modular Origami** – Wednesday 8/5 – 2:00 PM, **Airborne Jugglers** – Thursday 8/6 – 6:30 PM,

Tween/Teen Board Games – Monday 8/10 – 2:00 PM and **Animal Embassy:Heroes of the Jungle** – Tuesday – 8/11 – 3:00 PM.

Bylaws – The committee will meet on August 4th at 6:00 PM.

Facilities and Equipment – the chair in the children's area was replaced.

Personnel Committee – met to come up with a clearer way of doing the Library Director's annual review. A handout was provided to board members. The different components of the Director's job are listed with a rating grid and a place for comments. The board is to read it over for suggested changes at the next meeting. The bylaws should be reviewed as well regarding the procedure for evaluating the Library Director.

Friends – Books have been coming in for the book sale. Diane has been making sure they get processed in a timely manner. Not all weeks had people scheduled. Many books come in that are not gently used – broken spines, torn pages. There are many boxes stored at the Community Center for the sale. Some that were not acceptable have been donated to the Salvation Army.

Publicity – The Building committee plans on submitting an article to Lebanon Life each month to keep the public aware of what is happening with the building project. Information can be added to Facebook and the library website as well. Judy passed around the one-page news and reminder sheet that she has designed to be available at the circulation desk so that patrons can pick up a copy and have all of the library activities at hand. Julie and Linda will give her updates as they are available and information from the Building Committee will be included if it is ready by publication date.

Trust Fund – Julie gave the board an update. The town would like a better commitment from the trust fund for the money that has been promised. Julie has a promissory note from them that needs to be signed and notarized and returned. This will be done tomorrow. As to what we might have need of, there are some electronic items that the librarians are considering.

Building Committee – Cathe reported that there were eight architectural firms that attended the pre-bid meeting. Any wishing to submit a bid must do so by July 23rd 3:00 PM. At 4:00 PM that day, the Building Committee will meet to open them. Each member of the committee will take them home and rate each based on a set criteria, and the top three or four will be interviewed. For those who do not know, the selectmen met with the Building Committee, needs were assessed, sites discussed, and the decision was made to house the library at the Fire Safety Complex while the renovations are being done.

Contributions have come in for the Building Fund. Art Wallace will make sure a separate account is set up for those.

Unfinished Business – None

New Business – None

Hearing no other business, motion made (M. McCall/A. Wayland) to adjourn at 7:48. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary