



Jonathan Trumbull Library

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Jonathan Trumbull Library

October 18th, 2018

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Maureen McCall, Eilleen Weinstein, Michelle Kersey, Berkeley Nowosad, Colleen Meese, Mary Withey, Bill Goba and Library Director Matt Earls

Absent:

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

Minutes to the September 20th regular meeting – Motion (Diane McCall/Eilleen Weinstein) to accept the minutes as presented. The motion passed with one abstention.

Correspondence – The chair read a letter from Karen Ziedman of the *Hot Chicks With Sticks*, a group that has been meeting several Mondays a month for about 15 years. With the addition of the Yoga program the group had been asked to move to the upstairs fiction room, did not take it well and Matt reported that there had been a lack of civility over the issue. Discussion continued as to how we could accommodate both groups (the Yoga group that meets on Mondays would like to meet more often). We were reminded that our bylaws allow for groups to use our facilities once a month and both groups use it more than once a month. It was decided that Cathe would try to get Karen Ziedman and Diana Coles together with Matt and Michelle to discuss a solution to everyone's issues and hopefully on Monday so that Matt will have time to get his monthly publication to Lebanon Life.

Director's Report – Matt reported.

- The first document distributed was the Profit/Loss Budget vs. Actual; thanks to Berkeley for the help in straightening out the Quickbooks entries, everything is reconciled with the town. For the quarter, we are \$1,771.89 under budget.
- The second report was the Balance Sheet showing where we stand in restricted and non-restricted funds. It was noted that the Heller Fund is really the Holocaust Grant and Matt will get this fixed for the next report. Matt asked if he could spend down the restricted funds on electronic books and children and adult books, a little a month. This will be discussed more at a later time.
- Matt reported that the staff meeting went well with particular attention to publicity.
- Matt distributed the list of upcoming adult events:

- Hot Chicks with Sticks – November 5th and 19th
- First Tuesday Films – *Woman Walks Ahead* – November 6th
- Adult and Family Game Night – *Carcassonne* – November 8th
- Friends of JTL – November 8th
- Yoga and Meditation – November 20th and 26th
- Embracing the Journey of Autism – November 13th
- Book Discussion – Radium Girls – November 13th
- Movie – Three Identical Strangers – November 14th
- Device Night – November 15th
- Resolve to Evolve – November 19th
- First Tuesday Films – *To Kill a Mockingbird* – December 4th
- Matt reported the attendance for each of the adult programs in September for an overall total of 123 attendees.
- Facilities – Recycling collection upped to weekly.
- Grants:
 - Matt has completed the HTA grant. He is asking for \$55,000 for a treehouse and mural for the basement, mobile shelves for the nonfiction area, a diner-style table and bean bag chairs for the YA area and a puppet theater. All items would be portable and useful for our temporary space as well as the permanent space after remodeling. Matt has been working with PSI New England Storage Products, the best of all of the shelving companies he has spoken with. The plans would not lose the library any linear feet of shelving.
 - Matt also has written a request for quote for book carts. PSI has given Matt a bid for these which are browsing shelves. The cost would be about \$12,000 for those and there will be 8 double-sided and 6 single-sided.
- Circulation – Numbers are fine for the month of September.
- Space Planning – The breakfront is gone. Shelving is necessary to fill that space for the YA collection. Motion by Mary Withey and seconded by Michelle Kersey to allow Matt to spend \$18,107.18 on the items detailed as follows:
 - Carpet for the play area in the 'Littles' area - \$828.00
 - Nonfiction room – YA shelving, table, chairs - \$4,322.76
 - Estey shelves for the main reading room (replacement for 3 low shelves) - \$4,639.80 (the three removed low shelves will be added to the nonfiction room shelving)
 - Slat walls (end panels) - \$2,503.80
 - Wall hung columns downstairs to mount coral shelving (taller – adds more space) - \$2,455.82
 - Labor for downstairs - \$3,360.00
- If Matt does not get the HTA grant, he would at least like to paint the walls and he intends to clean the library.
- Priscilla Szajda Gebbie is the Artist of the Month.

Young People's Director's Report – Linda's report for November was distributed. The schedule includes the usual *Time for Stories, Read, Rock & Rhyme, Pokemon Club, Homeschoolers Making STEAM, Chess with Matt* and *Lego and Keva Plank Building*. Registration is asked for *Doodles on Fall Leaves* on November 6th. Other events include *Movie: Lego Aquaman: Rage of Atlantis* on November 5th, *After School Game Time – Clue* on November 14th and *Let's Make Unicorns* on November 27th. Linda attended the CLA Children's Section meeting at

the Wallingford Library on October 5th. Discussion included Tween population in libraries, Nonfiction Book Buzz (new releases) and Out of the Box Partnerships (the most interesting – motorcycle groups and libraries).

Bylaws – The committee met on September 26th and made several minor recommendations as well as the addition of Public Relations duties to the Library Director’s job description and the removal of “elderly and business groups” from the Youth Services Librarian’s job description. Motion (Mary Withey/Michelle Kersey) to adopt the recommended revisions as presented. The motion carried with none opposed. Matt made a further recommendation.

| Current | Proposed | Reason |
|---|--|---|
| Fiscal Management 5. Prepares and reports on current fiscal status for the January, March, May, September and November Library Board meetings. | Fiscal Management 5. Prepares and reports on the current fiscal status quarterly. | This makes more sense to coincide with the fiscal year. |

Motion (Diane McCall/Mary Withey) to adopt the recommendation as presented. The motion carried with none opposed. Cathe brought up the acceptance of gifts as noted on page 9 of the bylaws and expressed her thought that the entire board should make the determination on the acceptance of gifts over a certain dollar amount. She passed out a suggestion of what we might adopt and asked that we all read it over and discuss at the next meeting.

Budget – nothing in addition to Matt’s report

Personnel – nothing to report

Library Trust Fund – Matt reported earlier

Friends of JTL – The book sale went well. The Friends made a little over \$2,800. Last year the total was a little over \$2,200.

Unfinished Business – nothing to report

New Business – Cathe suggested that considering all of the plans that Matt has, perhaps we should set up a strategic planning sub-committee. Michelle said that she would continue to work with Matt. Anyone else who would like to volunteer is more than welcome.

Hearing no other business, motion made (Maureen McCall/Eilleen Weinstein) to adjourn at 8:30. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary