



## *Jonathan Trumbull Library*

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[www.lebanonctlibrary.org](http://www.lebanonctlibrary.org)

Jonathan Trumbull Library

November 15, 2012

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Alicia Wayland, Holly Sinkewicz, Michelle Kersey, Judith Vertefeuille Kathy Chesmer, Julie Culp and Maureen McCall,

Absent: Berkeley Nowosad and Librarian Linda Slate

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

The minutes to the October 18th meeting were addressed. Motion by Holly Sinkewicz and seconded by Diane McCall to approve the minutes as presented. The motion carried with one abstention.

Correspondence – Request from the town for the Trustee meeting schedule for 2013.

Librarian's Reports – Julie Culp gave the Library Director's report.

- The budget is on target. There is additional money in fines that has not yet been posted.
- Circulation is down a bit, but that could be because of the lack of children's programming due to the absence of the Children's Librarian.
- No response has yet been received from the Adams Town Memorial Fund Grant. Julie needs time to order some eBook devices and to load them.
- When asked how the library staff is covering Linda's absence, Julie reports that they are just getting by and hoping that no one will get sick. Linda is improving and expected to return to work before Christmas. There will be no children's programming until she returns.

- Name tags displaying staff first name only were discussed
- Julie received a request from the town that the library be opened on Sunday December 2<sup>nd</sup> after the annual tree lighting. She said that it would be good public relations. In the past they have given out library cards and loaned a few books on that evening. Several volunteered to come at 5:30 and be prepared to help as necessary. Adopt-An-Author will be highlighted and there will be a display of Christmas books. The doors will open after the ceremony is over and all of the festivities are expected to be done by 7:30.

#### Sub-Committee/Committee Reports:

Bylaws – Motion made by Holly Sinkewicz and seconded by Alicia Wayland to change pages 12 and 13 to add under the title of Library Director – ‘reports to the Board of Trustees’ and under Youth Services Librarian – ‘reports to the Library Director’. The motion carried unanimously. Maureen will make the appropriate changes and produce the new pages. She will make sure that she has copies of those pages, the Table of Contents page, and the updated Mission Statement page at the next meeting for distribution.

Budget – No report – The town deadline for submittal has not yet been received.

Facility/Equipment – No report

Personnel/Employee Committee – Holly and Cathe met with Julie to present her with her performance evaluation. They also discussed a formalization of the Director review and evaluation process, which the committee and Julie will collaborate on in the near future. The Board of Trustees would like to formally thank Julie for all of her hard work, and praise her continued success.

Friends – December 13<sup>th</sup> is the date for the Friends Christmas party. It will be held at 6:00 P.M. at the Community Center. Cathe suggested that we send an ambassador from the board to the Friends regular meetings in order to build a stronger collaborative relationship with them. Ideally they will agree to have someone attend our Board meetings as well. We will invite them to participate with the budgeting process. Alicia offered to visit their meetings as the face of the board.

LCBA – Alicia reported that their next meeting is on November 20<sup>th</sup> at 6:00 at Uncle D’s. Their program begins right after dinner and Mark Lang of the Conservation and Agriculture Commission will be the speaker.

Publicity – No report

Library Trust Fund – No report

Library Building Committee – They continue working on the RFQ.

Unfinished Business - None

New Business - Meeting Schedule for 2013 will follow the town schedule for the most part. Note that on Tuesdays, the Library opens at 1:00, so rather than closing early for Christmas Eve and New Year's Eve, it will be closed for the day.

Tuesday – January 1<sup>st</sup> – New Year's Day  
Monday – January 21<sup>st</sup> – Martin Luther King Day  
Monday – February 18<sup>th</sup> – President's Day  
Saturday – May 25<sup>th</sup> – Parade  
Monday – May 27<sup>th</sup> – Memorial Day (Observed)  
Thursday – July 4<sup>th</sup> – Independence Day  
Monday – September 2<sup>nd</sup> – Labor Day  
Monday – October 14<sup>th</sup> – Columbus Day (Observed)  
Monday – November 11<sup>th</sup> – Veterans Day  
Tuesday – December 24<sup>th</sup> – Christmas Eve  
Wednesday – December 25<sup>th</sup> – Christmas  
Tuesday – December 31<sup>st</sup> – New Year's Eve

Conference – Cathe's notes from the ACLB Conference were reviewed and the following thoughts were discussed by the board.

- It is important that people know the impact of what the library provides (things like how computers were utilized for successful school projects, job searches, etc.), as they are as important as circulation numbers.
- There was discussion on what the library might offer in the way of adult programming. Ideas such as a seminar on resume writing, tax preparation assistance, career coaching were suggested. The board and Director will continue to brainstorm this at future meetings.
- It was suggested that our new legislators should be invited to the library to familiarize themselves with it, and the town. The tree lighting might provide a perfect 'get to know us' opportunity.

There will be no December meeting, and Cathe will post that notice.

Michelle pointed out that Joe Hurley who wrote a book about his walk from Route 6 from Provincetown to California will be at the First Congregational Church on Friday evening. He will be signing his books at that time.

In order to build a patron email distribution list for news and information purposes, it was suggested that we put together a gift bag to contain library centric items, for a drawing from names solicited. All information will be kept confidential. Kathy will provide a sample form used at her business for email address requests.

Hearing no new business, motion made by Maureen McCall and seconded by Alicia Wayland to adjourn at 8:11. The motion passed unanimously.

Respectfully submitted,

Maureen D. McCall, Secretary