



Jonathan Trumbull Library

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Jonathan Trumbull Library

September 20, 2012

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Alicia Wayland, Berkeley Nowosad, Holly Sinkewicz, Michelle Kersey, Judith Vertefeuille, Maureen McCall, Julie Culp and Linda Slate

Absent: Kathy Chesmer

The meeting was called to order at 7:01 by the chairman, Cathe McCall.

The minutes to the August 16 meeting were addressed. Holly pointed out that her name had been left off the list of those present. Motion by Holly Sinkewicz and seconded by Maureen McCall to approve the minutes as corrected. The motion carried unanimously.

Correspondence – Cathe read the invitation from the Association of CT Library Boards to their conference on October 25th at the University of Hartford. Board members are encouraged to attend.

Librarian's Report:

- The budget is on target.
- Circulation report distributed. Although August circulation was down from August 2011 figures, the yearly increase from 2011 to 2012 has been 6%. Linda feels that some of the decrease in August totals could be due to the fact that seven daycares are no longer getting books since they have closed.
- Attendance at programs has been good; 1,044 have attended 53 programs since July 1st.
- New battery backup and two surge protectors purchased and installed.
- 586 books read in the children's summer reading program and 148 in the high school.
- Staffing issues will arise when Linda has knee replacement surgery on October 8th. Julie has vacation plans beginning on October 5th that

involve airplane tickets which cannot be canceled so the library will be working with a skeleton crew at that time. Volunteers are used as much as possible but their time cannot always be counted on and usually volunteers need additional training.

- The Adams Grant Memorial Fund request is due on October 31st. This fund is for the further preservation, maintenance, etc. of the library. The librarians will be applying for funding for electronics, e-books, programming, a free-standing computer for literacy, a laptop, digital camera, projector, large screen and digital camera for presentations, promotions, etc. as well as the increased book allotment.
- *Consumer Reports* is now live in the library and also remotely available to patrons. *Ancestry.com* is now live for use in the library only.
- On October 16th, author Margo Livesey will be featured.
- Children's Programming
 - The five programs that the Friends of JTL paid for saw 333 in attendance. The volunteer help that she gets is great.
 - There will be one more *Read, Rock & Rhyme* program and one other program before Linda goes out for surgery.

Staffing concerns - Linda Slate could be out for six to ten weeks with her surgery. The library needs to cover at least 32 hours per week for that time. Motion made by Holly Sinkewicz and seconded by Alicia Wayland that the chairman approach the board of selectmen to request funding to cover possible budget shortages due to unforeseen staffing shortages. The motion passed unanimously.

Sub-Committee/Committee Reports:

Bylaws – Maureen will update the bylaws with the new wording for the mission statement and distribute that page.

Budget – Cathe reported that on behalf of the board, she went to the board of selectmen and asked for the 2% raise for the library director that other town employees received and was turned down at this time.

Facility/Equipment – Julie reported that there is a broken toilet seat. John Dudek will take care of that on Friday.

Personnel/Employee Compensation – Holly, Kathy, Michelle and Cathe will set up a time to do the director's review and hope to have it ready for the next meeting.

Friends – Cathe asked Kelly Wood for input (Kelly was on hand sorting books for the upcoming book sale). The book brigade went well on the 19th but they

could always use help from strong young adults. At this time, no one who has stepped forward to chair the book sale for 2013 so one is not being planned. Kelly said that the job could be split into several different chores; one for sorting, one for delivering the books across the street to the Community Center for storage and one for taking the left-overs after the sale to Good Will or the dump. There are usually enough hands available for setup and the sale. This event would be a good time to advertise the *Adopt-An-Author* program and Holly will make her flyers available. The Friends are looking for someone to chair the monthly art exhibit. Twelve artists are already signed up for the next year. Besides contacting the artist, the chair would have to be on hand when the artist comes to set up and also when the artist breaks down the exhibit.

LCBA – Alicia reported that she attended their last meeting but there was nothing specific to the library to report. They are working on the town guide that comes out every two years.

Publicity – nothing else to report besides the items already discussed that pertain to advertising.

Library Trust Fund – previously reported.

Library Building Committee – Julie attended the last meeting. Cindy Mello has two RFQS (Request For Qualifications) that she will be combining into a draft and will have for their meeting next Wednesday. The plans call for expansion but there is concern that there are no plans for a meeting/program room the size we have now and this room could be larger for the size programs already being held in the library.

Unfinished Business - None

New Business – Discussion on the dress code for patrons and it was decided that our bylaws are adequate for our needs.

Hearing no new business, motion made by Alicia Wayland and seconded by Holly Sinkewicz to adjourn at 8:05. The motion passed unanimously.

Respectfully submitted,

Maureen D. McCall, Secretary