



Jonathan Trumbull Library
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**Jonathan Trumbull Library Board of Trustees
Regular Board Meeting – March 15, 2012**

Present: Library Director-Julie Culp, Cathe McCall, Holly Sinkewicz, Diane McCall, Berkeley Nowosad, Alicia Wayland, Michele Kersey, Kathy Chesmer, Maureen McCall and Judith Vertefeuille

Chairman, Cathe McCall, called this meeting to order at 7:00 P.M.

Minutes to the January 19, 2012 regular meeting were addressed. Motion by Judy Vertefeuille and seconded by Diane McCall to accept the minutes as presented. Discussion followed. Alicia pointed out that the agenda and the minutes should reflect that there are plans to go to executive session and why. Berkeley requested that her last name be spelled correctly. The minutes were accepted with corrections with none opposed.

The minutes to the February 2, 2012 special meeting were addressed. Motion made by Alicia Wayland and seconded by Diane McCall to accept the minutes as presented. The motion carried unanimously.

The minutes to the February 23, 2012 special meeting were addressed. Motion made by Alicia Wayland and seconded by Diane McCall to accept the minutes as presented. The motion carried unanimously.

Library Director's Report – Julie Culp presented her report.

- Budgets are on track. Julie is getting used to the updated version of Quickbooks on the new laptop that is replacing the one stolen. The town has picked up the cost of the computer and software using the TIP fund.
- Of note are the circulation numbers under OverDrive. 135 patrons have registered with 148 EPUB eBooks, 121 Kindle eBooks and 86 Audiobooks borrowed.
- The art show reception is tomorrow evening and the show runs from March 17th through April 19th.
- The film *Hugo* will be shown on Tuesday April 3rd at 2:00 P.M.

- *Still Waters Writers*, a group of local poets, will be meeting on April 12th at 6:30.
- Jason Karlawish, author of the novel *Tragic Obsession of Dr. William Beaumont* will be here on Saturday April 14th at 1:00 P.M.
- There will be a book discussion on Tuesday April 17th at 6:30 (*Immortal Life of Henrietta Lacks*).
- The library will be closed on April 26 and April 28 while replacement windows are installed.
- Staffing shortages (14 weekly hours lost in 2011) have created many hardships. The librarians find that much of their time needs to be spent manning the circulation desks and there is little time left for the following:
 - ✓ Collection Maintenance
 - ✓ Collection Development
 - ✓ Website support
 - ✓ Processing new books and Ebooks, which take longer to process
 - ✓ Public relations
 - ✓ Computer update for new software
 - ✓ No time to weed out non-fiction
 - ✓ Brochure updating
 - ✓ Storytime by the Children's Librarian
 - ✓ Programming
 - ✓ Book discussion at the Lebanon Historical Society
 - ✓ Round tables of Southeast CT Librarians cannot be attended
 - ✓ Librarian Directors don't have time to meet with each other to discuss library business

Julie and Linda were asked to keep track of these things for when we prepare the next budget.

Children's Library Director's Report – Linda Slate reported that 57 parents and children attended *Take Your Child to the Library* day. On February 22nd she read to two pre-K classes at the Elementary School and a mom's playgroup met on one Saturday this past month. She will be meeting with Martha Shea to create the reading lists for the middle school.

By-laws Committee - will be meeting on April 23rd to review input from the rest of the committee. Comments should be sent to the committee as well as the board chair by April 16th. A special meeting for the entire board to review proposed changes will be held on May 31st at 6:30.

Budget – The presentation at the 3/3 Finance Committee hearing was well received. There are several upcoming meetings that we should attend - special town budget meeting on March 27, special public hearing on April 16 and the annual town meeting on May 7.

Facilities/Equipment – New windows will be installed and a new laptop purchased to replace the one stolen.

Personnel/Employee Compensation – Nothing to report

Friends – Reception for the Art Show at 7:00 tomorrow evening – all trustees are welcome and encouraged to attend.

Sunshine – Nothing to report

LCBA – Expo Day on April 21st. Holly has plans to man our table all day. She has purchased a banner, a cutout, mylar balloons for those who adopt an author, stars to put their names on, and star confetti to sprinkle on a blue tablecloth. She will need a list of authors already adopted and a list of suggested authors, bookmarks and any other materials to pass out to attendees. She will also take whatever the Friends have left to sell. It will be held at the Fire Safety Complex.

Publicity – Expo Day above

Library Trust Fund – 2013 requests – short discussion on what we might ask for next year. It was decided that getting some more shelving might help. Julie and Linda were asked to keep a list as the weeks go by so that we are ready for the deadline for the next request.

Building Committee – Alicia reported on the increase from seven members to nine that was passed at the last town meeting. One person resigned and the Library Director was added. Two more library trustees will be added as well. Motion (Holly Sinkewicz/Berkeley Nowosad) that the names of Alicia Wayland and Cathe McCall be recommended to the board of selectmen to be appointed to the Library Building Committee. The motion carried unanimously.

Motion (Alicia Wayland/Holly Sinkewicz) to adjourn at 8:01. The motion carried unanimously.

Respectfully submitted,

Maureen D. McCall

Maureen D. McCall, Secretary