

Jonathan Trumbull Library Board of Trustees

Regular Meeting

September 15, 2011

Present: Julie Culp, Kathy Dunnett, Jason Huling, Cathe McCall, Diane McCall, Maureen McCall, Lydia Myers, Holly Sinkewicz, Linda Slate, Judy Vertefeuille. Arriving shortly after the meeting was convened, was new member Anne McAwley-LeDuc.

The regularly scheduled meeting for the Jonathan Trumbull Library Board of Trustees was held on Thursday, September 15, 2011. The meeting was called to order by Chairperson, Holly Sinkewicz, at 7:00 p.m.

2. The minutes of the May 23, 2011 meeting were motioned to be approved by C. McCall, seconded by M. McCall. All in favor.

4. **Correspondence**-H. Sinkewicz distributed/reviewed a number of items of correspondence that have been received since May. Included were the following: a thank you letter from J. Culp regarding recognition by the Board of her 8th anniversary; a thank you from Barbara Anderson regarding support of the fourth grade essay contest; the official resignation letter from Heather Morin, recent Board member; a copy of the letter from the First Selectman to Anne McAwley-LeDuc appointing her to fill the vacancy on the Library Board of Trustees, with term to expire on November 19, 2013; a copy for each Board member of a letter sent from the First Selectman to each of the appointed members of the newly formed Library Building Committee; paperwork approving J. Culp's inclusion in MERF; a letter from H. Sinkewicz to B. Crouch to administer appropriate monies to J. Culp for MERF; paperwork regarding the Hugh Trumbull Adams Trust; an energy conservation report; and thanks to the Lebanon Volunteer Fire Department regarding the loan of a steel artifact of the Twin Towers after the 9/11 attack, which is being displayed in the library's foyer.

5. Librarian's Reports

A. **Head** – J. Culp distributed and reviewed YTD budget standing, circulation, and programs. Circulation numbers have risen impressively over the past 7 years and there are a large number of programs that have been offered. J. Culp highlighted some upcoming events, including training programs planned for staff. The reduction of hours/staff has had a somewhat negative effect on the optimum utilization of our Library Director and Children's Librarian, as both have been needed to man the desks and are not able to perform more significant functions.

B. **Children's** – L. Slate discussed two programs sponsored recently by the Library which were well attended and extremely successful. Historic book discussions continue, School Readiness Committee work begins soon, and Read, Rock, and Rhyme is still rocking along.

6.Sub Committees/Special Committees

A.By- Laws-To be discussed later

B.Budget-To be discussed later

C.Facility/Equipment-To be discussed later

D.Personnel/Employee Compensation –To be discussed later

E. Friends –L. Myers reported about the Book Sale to be held on September 23-25. She also reported on the program to be held on October 11th, sponsored by the Friends. Friends is also hosting two author events on September 20 and October 18.

F. Sunshine – no report

G. LCBA-K. Dunnett reported that the Lebanon EXPO will not be held this year, due to the resignation of the chairperson of that event.

H.Publicity-no report

I.Library Trust Fund/Community Relations-no report

J.Building Committee-H. Sinkewicz reported that although no library Board member is part of the Committee, the meetings are public and members are therefore invited and encouraged to attend. J. Culp and H. Sinkewicz will attempt to attend as often as possible and will keep the Board informed.

7. Old Business

A.Approve budget revisions – Due to some budgetary line item changes such as total expenses for Utilities, Special Events, Dues and Workshops, and Social Security, a revised budget was distributed, reflecting changes from the BOF approved budget of 5/23/11/. J.Huling motioned to accept the new budget which shows total budget expenditures at \$268,620 minus outside income of \$30,189 equaling a requested town appropriation of \$238,431. K. Dunnett seconded. All in favor.

B. By-Law revisions

a. Job descriptions –J. Culp distributed to all Board members copies of revised descriptions for the jobs of Library Assistant, Senior Library Aide, and Library Aide. In addition, she distributed a current wage matrix for those positions. These are properly coordinated. J. Huling voted to approve, L. Myers seconded. All in favor.

C.Request to have Finance Director oversee employee wages/benefits –J. Culp and H. Sinkewicz have discussed this proposition with the Selectmen. This practice is forthcoming and will enable the operating budget of the JTL to be more clearly discerned by the Town.

D. Building Committee update – The first meeting, as noted on the letter discussed in “Correspondence”, will be on September 27, 2011, at 7:00 p.m. This is open to the public.

E. Hugh Trumbull Adams’s Estate/Trust Fund update—A letter received from the trustees and lawyers in charge of this estate notes the opportunity for established groups about the Green, including the Library, which is specifically named, to apply for monies from the estate. Due September 30th, the application requires information such as grant request and amount, statement of purpose, financial statements, etc. J. Culp will be applying for funding for E-books, children’s library selections, adult library selections, computers for the public, and other such devices for the enjoyment of the written word by the public of Lebanon . These monies would come from the Mary Trumbull Adams Book Fund. J. Culp has been encouraged by the Board to follow through on these requests, as the Board deems them to be reasonable and necessary. J. Vertefeuille made a motion to approve this process, and was seconded by J.Huling. All in favor. In addition, the Board recommends that the Building Committee be apprised of this letter and J. Culp will attempt to share this information at the meeting on 9/27.

8. New Business

A.Policy change in By-Laws in circulation of DVDs – Upon investigation of other area library policies, J. Culp and L. Slate suggested changing the current policy and recommended that each card holder may sign out 10 DVDs at a time, with only 1 “new” DVD being allowed at a time-“new” to imply a library holding of six months or less. Fine is 50 cents a day per item. They will evaluate the efficacy of the policy after a few months. J. Vertefeuille voted to approve, seconded by J. Huling. All in favor.

B.Approve meeting schedule for 2012—H.Sinkewicz suggested the following dates for the Regular Meetings of the Jonathan Trumbull Library Board of Trustees for calendar year 2012: January 19, March 15, May 17, September 20, and November 15th. M.McCall voted to approve, D. McCall seconded. All in favor.

C.Rain damage from storm in July –J.Culp reported water damage which was observed in the server room and on the inside walls along the stairs toward the parking lot side of the building. Repairs are being made, and precautions made prior to Hurricane Irene which were successful.

D.Recommendations made for loss of hours due to “Irene”—J. Culp suggested that because employees lost hours of work during the library closure due to the hurricane, that they be allowed to have extra time during the next weeks in order to make up those hours. This will enable the Librarians to accomplish some of their tasks, including allowing J. Culp more time for the administrative work of the grant application, mentioned previously. J. Huling voted to approve. K. Dunnett seconded. All in favor.

E.LCBA Business Expo-Adopt an Author —H. Sinkewicz reported that she had been intending to have a table with a banner, donated by her, to support the Adopt an Author program. Because the Expo has been cancelled, we will not have that venue to advertise this program. It was discussed by Board members that perhaps we could advertise at the Book Sale. Although the banner will not be ready for that date, brochures could be put into the buyers’ bags, or a poster made. These suggestions will be investigated by J. Culp as time allows. The Board thanks H. Sinkewicz for this generous donation.

F. Library Director evaluation-set date for Personnel Committee –j. Huling, C. McCall, K. Dunnett (standing in for A. McAwley-LeDuc), and H. Sinkewicz made arrangements to meet on September 26, 2011, at 6:00 p.m. to perform this duty. H. Sinkewicz will warn the meeting, which will occur at JTL.

G. Appoint a nominating committee schedule meeting-J. Vertefeuille, C. McCall, D. McCall will meet on November 29, 2011 at 6:30 p.m. to nominate new Board members.

H. Municipal Elections –H. Sinkewicz reviewed terms of office. L. Myers's term will expire and she is not seeking re-election, A. Mcwley-LeDuc is completing a vacancy and will be on through November 19, 2013. K. Dunnett and J. Huling are running in the current election.

I. Reschedule November meeting-discuss possible change to Tuesday, November 29, 2011, 6:00 p.m.- Discussion ensued. Date was acceptable and time was suggested by many to be 7:00 p.m. C. McCall made a motion to change the November 17th date of the Regular Meeting to Tuesday, November 29th, at 7:00 p.m. D. McCall seconded. All in favor.

9. **Other Business** –There was no additional business.

10. **Adjournment** –The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Lydia Myers, Recording Secretary