

Jonathan Trumbull Library Board of Trustees

Regular Meeting

September 15, 2010

Present: Julie Culp, Jason Huling, Cathe McCall, Diane McCall, Heather Morin, Lydia Myers, Holly Sinkewicz, Linda Slate, and Judy Vertefeuille. In attendance at tonight's meeting were First Selectwoman, Joyce Okonuk, and Second Selectman, John Bendoraitis. Absent Board members: Gloria Hanczar and Maureen McCall.

The regularly scheduled meeting of the Jonathan Trumbull Library Board of Trustees was held on September 15, 2010. The meeting was called to order at 7:03 p.m. by Chairperson Holly Sinkewicz.

A motion was immediately made by H.Morin, seconded by J. Vertefeuille, to add an agenda item to New Business, "Approve meeting schedule for 2011." Motion was carried.

2. Regarding the minutes of the regular May 20, 2010 meeting, J.Vertefeuille made a motion to amend **item 8b** so that the minutes pertaining to a split vote would reflect the names of the board members, pursuant to FOIA. The amended minutes would read, "When the vote was taken, the vote was split with 3 for and 3 against. Voting yes were C. McCall, H. Morin, and L.Myers. Voting no were J. Huling, M.McCall, and J. Vertefeuille. The Chairperson, H. Sinkewicz, was therefore forced to cast a vote. Final vote: 4 to accept, 3 against. No abstentions." The motion to amend was seconded by D.McCall. Motion was carried.

4. No correspondence at this time.

5. Librarian's Reports

J.Culp reported for both the main library and children's library as Linda Slate, Children's Librarian, was manning the circulation desk due to staff shortage.

The year-to-date budget was reviewed. Misc. donations, \$1466.25, discussed in more detail in Old Business, reflects the auctioning of some furniture of antique interest. Circulation continues to increase, with the exception of July. Programs continue to be very well attended. J. Culp discussed a problem with bees, which has been resolved. We have received patron complaints about the inaccessibility to the building for strollers and wheelchairs. Audiobook downloads show increased use. Circulation policies will be changing, effective May 2011, based on the fact that all Bibliomation libraries will have the same loan periods. A budget typo regarding a state grant, \$2394, did not affect the bottom line. J. Culp has written a brief article about the Long Range Planning report to be included in the next issue of Lebanon Life. Patrons are requesting more special events. An updated Appendix I: Library Staff Address List was distributed.

Regarding the Children's Library, the summer intern worked out very well. Day Care outreach continues to be successful, although two sites have lower numbers of children. Two monetary gifts of \$250 and \$50 have been received. Discussion also centered around the possibility that neither Librarian will attend the CLA conference in Stamford due to costs, and will opt to go to more local and less expensive workshops.

6. Sub-Committees/Special Committees

There were no reports from Budget, Facility/Equipment, Sunshine, or Board of Finance Liaison.

A. By-laws –to be discussed in New Business

D. Personnel/Employee Compensation – New Business

G. LCBA –there is still a question regarding two separate dues checks sent in from J. Culp and H. Sinkewicz. H. Sinkewicz will inquire as to whether we were therefore given two years of membership. H. Sinkewicz discussed the EXPO and suggested that we may be able to obtain a “free” table. She will investigate this possibility.

H. Publicity –J.Culp has prepared an article for inclusion in Lebanon Life. She will highlight points made in the Long Range Planning report so that the residents of Lebanon will begin to learn about the plan for improvements for the library.

I. Library Trust Fund/Community Relations –J. Culp will investigate questions pertaining to “Leave a Legacy” provisions. Perhaps a bookmark similar to a large cardstock information card utilized by the Diocese of Norwich might be a way to advertise this suggestion for people to bequeath monies in their wills to a cause in which they believe, such as their local library. J. Culp will find out to whom such a check would be written and into what account would such monies be deposited.

7. Old Business

A. Auctioning of furniture-Nadeau's Auction Gallery, which received 15% of proceeds, successfully sold a number of items, resulting in a profit of \$1466.25. This total will go into the budget as “misc. donations” and can go towards expenses which exceed the budget. J.Huling made a motion to allow J. Culp to prepare a list of workshops to utilize monies received from the auction items for staff training purposes. H. Morin seconded. Motion was carried.

There are still some remaining items which have not yet been sold. J. Culp will inquire as to what will happen to these unsold items.

B. Memorial Dedication Ceremony and luncheon –Hugh Trumbull Adams, June 12, 2010

A small number of trustees were invited to this function. The selectmen were congratulated for putting together an appropriate and well organized event.

C. Long Range Planning Study

a. Completed study –final

All Board members received a spiral bound copy of the final report.

b. Meeting with Board of Selectmen on August 10, 2010

Members who attended this meeting found it to be very useful and helpful.

At this point, there was a lengthy discussion about the implications of the Plan, as presented in the final report . In addition, Joyce Okonuk and John Bendoraitis spent a considerable amount of time detailing the steps that will need to occur formally in order to make the plan the initial step in a specific process. They encouraged the Board to move ahead with this process.

8. New Business

A. Meeting dates, as aforementioned, was made the first item of New Business. The regular meeting schedule dates were put forth. Motion made by J. Vertefeuille to accept, seconded by D. McCall. Motion carried.

January 20, 2011

March 17, 2011

May 19, 2011

September 15, 2011

November 17, 2011

The holiday schedule for 2011 will be created at the November meeting. This date list will be hand delivered by L. Myers to the town clerk.

B. Discuss and take action on the adoption of the Long Range Plan for the library with a)Discuss presenting to the BOF-

Based on the presentation by Joyce Okonuk and John Bendoraitis, the Board made three separate motions to move towards our library goals.

J.Huling made a motion to accept, as presented, the Long Range Plan as conducted by the Donohue Group and completed in March, 2010. H. Morin seconded. Motion carried.

Additional discussion ensued regarding some particulars of the content of the report.

J.Huling made a motion that the JTL Board of Trustees make as a top priority the modifications for the physical plant of the Jonathan Trumbull Library to accommodate recommendations put forth in the

aforementioned and accepted Long Range Planning report of March, 2010. D. McCall seconded. Motion carried.

C. McCall made a motion to request the Board of Selectmen to establish a building committee for the purposes of making modifications to the Jonathan Trumbull Library. L. Myers seconded. Motion carried.

H. Sinkewicz has been instructed to write a letter to the selectmen requesting such a meeting; this letter will then be forwarded to Liz Charron. J. Okonuk noted that she will attempt to make contact with the Board of Finance in order to include this request on their agenda as soon as possible.

B. Policy change in By Laws for circulation of VHS videos-unlimited loan amounts-

J. Culp will work on changes for "Circulation Policy" in the by-laws and will present them for the Board's approval at the next regular meeting.

C. Freedom of Information Act Regulations

Discussion of 2008 memo from First Selectmen's office and additional documentation from the State of CT. This was a good clarification for all members.

D. Library Director evaluation-set date for Personnel Committee

The committee of J. Huling, C. McCall, H. Morin, and H. Sinkewicz will meet at the library on October 7th at 6:30 p.m. This will be a special meeting.

E. Resignation of Gloria Hanczar

The Town Hall has received a letter of resignation from G. Hanczar. L. Myers will write a thank you note to thank her for her dedicated and creative contributions to the Board during her time of service. J. Vertefeuille made a motion to accept her resignation, with regret. J. Huling seconded. Motion carried. The Town Clerk will send notice of the Board vacancy to the Republican Town Committee, who will take a recommendation to the Board of Selectmen.

With Gloria's resignation, the By-laws committee will need to be filled.

9. Other Business -none

10. Adjournment

J. Vertefeuille made a motion to adjourn the meeting at 8:55 p.m. D. McCall seconded. Motion carried.

The next regular meeting will be held on November 18, 2010 at 7 p.m. at the library.

Respectfully submitted,

Lydia Myers, Recording Secretary

