



Jonathan Trumbull Library

580 Exeter Road ♦ Lebanon, CT 06249

Tel. 860 642-7763 ♦ Fax 860 642-4880

www.lebanonctlibrary.org

Jonathan Trumbull Library

August 16th, 2018

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Maureen McCall, Mary Withey, Berkeley Nowosad, Colleen Meese and Library Director Matt Earls

Absent: Eilleen Weinsteiger and Michelle Kersey

The meeting was called to order at 7:02 by the chairman, Cathe McCall.

Minutes to the July 19th regular meeting – Motion (Diane McCall/Colleen Meese) to accept the minutes as presented. The minutes were accepted unanimously.

Correspondence – The resignation of Judy Vertefeuille was reported.

Director's Report – Matt reported.

- Matt received a \$200 check from the Friends of the Lebanon Senior Center from their booksale.
- Budget – The committee met and discussed the amount of undedicated funds that was found. There is money available for bookshelves that are necessary for the rearrangement planned. These bookshelves would be used now and in the library after renovation. Matt has spoken with several designers and a couple of cabinet makers in his search for good prices. There are "browsers" and "seekers" who come to the library. Seekers will find what they want but browsers need to see the books better and face-out shelves are the way to go for these, especially in the children's library.
- Personnel – Matt met with the Personnel Committee on the staff self-evaluation form which he will distribute for September reviews.
- Facilities – The gutters were overflowing and water came in the front door. The gutters were cleaned. Bill Johnson replaced the dead bolt on the front door.
- Grants – Matt is working on the HTR Grant that is due on October 15th. They are asking for three years of financials from the board. According to Hume Steyer, the new liaison has not yet been assigned.
- Circulation – July circulation is up considerably thanks to the summer reading program.
- Programs and Publicity – The home-school moms told Matt that we need better advertising. The Chronicle happened to be on site that day and took a picture of them

and their children. Matt was recorded and will be on television the week of August 26th. Adult programming has been good and Linda did a great job with more than one program a day.

- Friends of JTL – The Friends met last Thursday and Matt is planning on helping to increase membership by 20%. The book brigade is one event that will be publicized. Four new friends have joined since the sign-up notification was moved to a more prominent location on the circulation desk. There are volunteer opportunities for the Friends. The young adult books will be moved, weeding done in the Children's Library (next week), and more moving when shelving is purchased. The breakfront is a white elephant and we will gain lots of shelf space when that is removed.
- Library Events – Matt high-lighted several of the events. Kent Rice will be back again with a drawing class and easel making. On September 13th at 6:00 P.M. there will be a 'Deliberate Dialogue' including two other library directors and another interesting man Matt met at the conference. He feels that the library is a great place for civil dialogue. He distributed a copy of the next Lebanon Life article that shows all of the events as we are attempting to reach the entire town. There will be a book presentation by a local author, "God Talking to You" and it was suggested that the local churches be contacted.
- Flexible Space Planning – A table was moved to the Mary Trumbull Adams room and wound up creating a nice living room atmosphere almost by accident. On Tuesday, some nonfiction shelving was disassembled and a space for teens was created. Serendipitously, there were five teens in the program room and Matt suggested that they sit in the new space and gave them cookies. Donna warned that this is how we get mice, but this is also how we get teens. If they come back, we know we are doing something right.

Young People's Director's Report – Linda could not be at the meeting but sent us an update. She has been very busy and is currently focusing on her mother's health. Summer reading was quite successful as shown in the circulation numbers. Positive feedback was received from all of the programming and the collection. Linda will be at Lebanon Elementary School on August 22nd for the preschool screen presentations and finalizing September programs, changing and shelving summer reading materials, creating fall materials and cataloguing new books.

Bylaws – Nothing to report.

Budget – Berkeley reported on their meeting. She had taken all of the financial reports from 2007 to current and consolidated them to one spreadsheet in an attempt to understand the undedicated fund balance. In each year, if there are monies that are not spent, they stay in the library's general fund. There are restricted funds that can only be spent for certain things and this is not separated out in Veronica's books. Her books also show strange audit adjustments that we don't understand. In one year, \$40,000 evaporated between December 31st and January 1st in the following year. It seems that we have saved a significant amount in the past years by staying under budget each year. This could be a good thing in a year where we find that we could use some major expensive shelving and other furniture purchases.

Personnel – The committee met a couple of times and has a copy of a six-month review to be discussed in executive session.

Library Trust Fund – Matt is working on that request.

Friends of JTL – Next meeting is in August. Books are being collected for the book sale and patrons and board members are being encouraged to join the Friends.

Unfinished Business – Matt noted that there are empty booth spaces at the Lions Fair and perhaps we could make use of a space next year.

Matt was excused. Motion (Mary Withey/Diane McCall) to move to executive session.

One item that should be noted is that the bylaws might be looked at in regard to the wording on the timing of the director's review.

Hearing no other business, motion made (Maureen McCall/Diane McCall) to adjourn at 8:15. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary