

## **Jonathan Trumbull Library Board of Trustees**

**May 20, 2010**

### **Meeting Minutes**

Present: Julie Culp, Jason Huling, Cathe McCall, Maureen McCall, Heather Morin, Lydia Myers, Holly Sinkewicz, Linda Slate, and Judy Vertefeuille. Absent: Gloria Hanzcar and Diane McCall

The regularly scheduled meeting of the Jonathan Trumbull Library Board of Trustees was held on May 20, 2010. The meeting was called to order at 7:04 p.m. by Chairperson Holly Sinkewicz.

H. Morin moved to accept the minutes of the March 18<sup>th</sup> meeting, seconded by J. Huling. Motion was passed unanimously.

Correspondence consisted of Holly's report of having received an invitation to the June 12<sup>th</sup> activities to honor Hugh Trumbull Adams. Other Board members have also been invited. J. Huling noted that it should be recognized that a June 10<sup>th</sup> presentation at the library in conjunction with the Governor Trumbull 300<sup>th</sup> birthday celebration is sponsored solely by The Friends of JTL.

#### **4. Librarians' Reports**

**Head Librarian:** The year-to-date budget report was reviewed. J. Culp noted that whatever line items end the year with monies remaining, that those monies will go towards the amount needed to cover the medical insurance costs. She also noted that the library is having copier "issues", as we have no color copier at all and one copier is down. Totals for adult and children's programs: 172; totals for adult and children attendance: 3064. Circulation for the months of February-April show increase from last year, with all figures steadily increasing from year to year. J. Culp shared the specifics of upcoming programs sponsored by Friends; the successful conversions taking place for the Evergreen project; the fourth grade essay contest has readers from Friends; and a small group of Board members will appear before the Board of Selectmen on June 1<sup>st</sup> to share visions and information pertaining to Long Range planning.

#### **Children's Librarian:**

L. Slate reported that programming continues to go very well; the day care bags are extremely popular; an intern will be working with the librarian for the summer; two events are upcoming on June 22 and July 15<sup>th</sup>. She is working on summer reading lists with the middle school librarian. Plans are coming along for summer reading.

## **6. Sub-Committees/Special Committees**

There were no reports from By-laws, Facility/Equipment, Personnel/Employee Compensation, Sunshine, Publicity, Library Trust Fund/Community Relations, or Board of Finance Liaison. Budget will be discussed later in the agenda.

## **E. Friends**

L. Myers and J. Culp reported on the recent meeting of Friends. The Art Show was very successful. Friends voted to pay for all of the library passes as well as providing money to the librarians for programming costs. Program monies were cut from the budget. The June 5<sup>th</sup> Walk the Green and luncheon day is coming soon.

## **G.LCBA –Presentation on April 20, 2010**

J. Culp and H. Sinkewicz reported that their presentation about the long range planning process and general information about the library was very well received. Adopt-an –Author and Adopt-a-Magazine were encouraged. Many of those in attendance reported that they had learned some new facts.

At the last meeting of the LCBA, the fall Business/Community Expo was discussed. It was suggested the Friends group represent the library. This event will be held on October 16<sup>th</sup>. JTL is now a member of the LCBA. Payment of the membership fee needs to be straightened out or perhaps we will now have paid for two years' worth of membership.

## **K. Long Range Planning**

The process has now been completed with the Donohue Group. If we decide upon a formal public presentation, they would come back for a fee. The amount has not been determined, but most likely it would be approximately \$300. This will be discussed with the Board of Selectmen.

## **7. Old Business**

### **A. Public Hearing on budget –April 12**

### **B. Annual Town Meeting –May 3**

A number of members of the Library Board of Trustees were in attendance at these assemblies.

### **C. Bibliomation**

“Evergreen” is the new software program. Information sheets regarding “BibliOak” are available at the circulation desk. J. Culp reported that Bibliomation will also be installed in the schools.

#### **D. Long Range Planning Project**

a. Now that the completed study has been compiled into a comprehensive booklet form, the next step will be to meet with the Selectmen. As aforementioned, this will occur on June 1. Discussion will ensue regarding the (b) formal presentation to the public. J. Vertefeuille expressed an interest in being a part of this planning and presentation.

#### **E. Hugh Trumbull Adams Memorial Committee**

a. Memorial/Dedication –June 12, 2010

Many events have been planned for the day. L.Slate and J. Culp have been involved in some of the arrangements. Thank you to them for their efforts.

### **8. New Business**

#### **A. Budget -2010-2011 fiscal year**

##### **a. Review and discuss proposal from the Budget Committee**

The Budget Committee met earlier on this day to attempt to revise the budget, based on the results of budget cuts. J.Culp created a revised budget, which was distributed to the Board of Trustees. The Budget Committee expresses sincere regret that they approved this revised budget.

Staffing will change and will result in less paid for salaries. Friends will fund the “0” dollars in the special events line item. Other materials/books/videos purchases will be lessened. Other areas of changes were reviewed. The biggest effect will be two furlough days on Saturday 11/27 and Monday 12/27.

Future publicity and information spreading are critical and will be discussed further.

##### **b. Vote on revised budget for the 2010-2011 fiscal year**

L. Myers made a motion. “With regret, I make a motion to accept the revised budget of \$258,047 for the fiscal year of 2010-2011, with town appropriation equaling \$225,000.”

J. Huling seconded the motion for discussion purposes. Discussion followed. Some of the Board members expressed concern that the public will not really understand how budgetary concerns affect programs if Friends pays for them.

When the vote was taken, the vote was split with 3 for and 3 against. The Chairperson was therefore forced to cast a vote. Final vote: 4 to accept, 3 against. No abstentions.

## **9. Other Business**

H. Sinkewicz has received correspondence from G. Hanczar and will be contacting her to discuss the content.

## **10. Adjournment**

The meeting was adjourned at 8:13. The next regular meeting will take place on September 16, 2010.

Respectfully submitted,

Lydia Myers,

Recording Secretary