

Jonathan Trumbull Library Board of Trustees: November 19, 2009

Members present: Holly Sinkewicz, Lydia Meyers, Barbara Wengloski, Judy Vertefeuille, Gloria Hanczar, Heather Morin (7:20), new members Diane McCall, Catherine McCall and Librarians Julie Culp and Linda Slate. (Absent: Leah Tanger, Joyce Teed and Maureen McCall)

A regular meeting of the Jonathan Trumbull Library Board of Trustees was held on Thursday, November 19, 2009. The meeting was called to order at 7:00 p.m. by Chairperson Holly Sinkewicz. Holly welcomed new members Diane and Cathe. She also presented Barbara with certificates of appreciation and flowers for her sixteen years on the board. L. Myers moved to accept the minutes of the September 17th meeting with the correction that the date of the Long Range Planning Committee be October 13th, not the 18th; G. Hanczar seconded; the motion was passed. A letter had been received requesting 2010 meeting dates; this had already been taken care of in September and received by the Town Clerk.

4. Librarians' Reports:

Head Librarian: The year-to-date budget figures were reviewed. It was noted that the insurance costs will be over budget by \$3,500; rates were received in June by Anthem but have since increased by more than 5%; will have to find money in the existing budget or from a possible fund balance at the end of the fiscal year; to be reviewed under New Business. Other items are on target. Circulation figures did not increase for October. The top for the book drop was replaced and hope for no reoccurrence of the problems. A Kill A Watt \$252.74 grant was received; packet can be loaned out to patrons where they can monitor their home energy use. Twenty-three books on CD were purchased in the name of Charlotte Holm (Holly's mother). On the passing of Hugh Trumbull Adams, all books that will not be given to Westover or Yale will be coming to Lebanon and the library can do what they will with the books.

A Presidents poster scroll was found while cleaning; it will be appraised for its value, as well as the old newspapers that were found. It was agreed to set aside items that can be auctioned (lamps, radios, tables, etc.), and to allow the Elementary School to have a video tape series no longer borrowed from the library. Anything valuable will be kept; other items can be given to the museum.

Children's Librarian: The packing of non-book items downstairs has started and starting Thanksgiving week everything will be moved. Children's books will be upstairs for one month. Programs are going well; story time will be held at the Community Center December 7, 14, 21 and Read, Rock & Rhyme on December 9 & 16. Linda will be painting the puppet units while the downstairs work is done. One third of the Target grant has been used to purchase picture books.

5. Sub-Committees/Special Committees

No reports from Budget, Facility/Equipment, Publicity or Library Trust Fund.

B. By-Laws: a By-Laws person will be needed to advise Julie of changes and make copies; however it was agreed to keep the CD at the library and have Julie make the changes since she is familiar with the computer version.

D. Personnel: L. Myers moved to accept the Library Director Evaluation as written; J. Vertefeuille seconded; motion passed. A copy was given to Julie.

E. Friends: the Librarians were asked to bring ideas from their wish lists and these will be voted on at the January meeting. Annual Christmas Party will be held on December 10th at 6:30. All members of the board are welcome; please bring a book for the Yankee Book Swap.

F. Sunshine: Thank you notes were written to Barbara Wengloski, Joyce Teed and Peg McCormick. One will be written to Leah Tanger. A collection will be taken for the passing of Joyce Teed's mother.

G. LCBA: Holly attended the November expo and had bookmarks for the library. She also paid the membership fee for the library as her donation.

J. Management Team: under old business.

6. Old Business:

A. A brief overview of the process was given to new members. Since the last meeting the committee has met and came up with a list of 20 people of a diverse group from the community for the Long Range committee as well as interviewed possible facilitators. A fee proposal from the Donohue Group, Inc. was reviewed. Board members met with the Board of Finance on November 12th and asked that the money be taken from the capital budget which had been set aside for carpeting. G. Hanczar moved to appropriate \$5,700 from the capital budget to engage the services of the Donohue Group; L. Myers seconded; motion passed unanimously. This will be a time intensive project with meetings from January to March. Julie will contact the Donohue Group of the vote.

B. The Asbestos Abatement project timeline was given. November 9-20: Library packs and stores (non-book) items and cleans out for trash run by Highway Department. November 23-27: Library Relocations on-site to pack and store books/shelves in storage pods. November 30-December 4: Asbestos abatement and air testing (will be monitored throughout the building). December 7-11: painters in the entire lower level. December 14-17: epoxy floor installed. December 18-20: carpet tile & ceramic tile installed in meeting room. December 21-24: Library Relocations return and install all books and shelves. The library will be closed for 2 days (probably December 15/16) while the floor is being poured.

7. New Business:

A. The nominating committee presented a slate of officers: Holly-Chair; Heather-Vice Chair; Gloria-Corresponding Secretary and Lydia-Recording Secretary. J. Vertefeuille moved to accept the slate as presented; C. McCall seconded; motion passed.

B/C. Budget committee members will be: Judy, Cathe, Heather and Diane. The committee will meet January 19th at 6:00. Gloria will take the By-Laws position.

D. Budget overruns: Each item of the budget was looked at to see what could be cut; there was nothing that can be reduced at this time.

E. Board of Finance Meeting 11/12—discussed above (A. Old Business)

F. Judy volunteered to serve as the Board of Finance Liaison. Julie and Holly will also go to the meetings.

G. The library will not be open during the tree lighting this year due to the upheaval with the downstairs.

8. Other business

J. Vertefeuille moved that as appreciation of outgoing board members that the library purchase a book to be dedicated in that person's honor for their years of service; H. Morin seconded; motion passed.

The meeting was adjourned at 8:30 p.m.; followed by refreshments to thank out-going members and welcome the new.

The next meeting is January 21, 2010.

Respectfully submitted for the last time,

Barbara Wengloski, Recording Secretary