

Jonathan Trumbull Library Board of Trustees January 8, 2009

Members present: Leah Tanger, Heather Morin, Lydia Myers, Judy Vertefeuille (left at 7:30), Holly Sinkewicz, Barbara Wengloski, Gloria Hanczar and Director Julie Culp (absent: Peg McCormick and Joyce Teed).

A special meeting of the Jonathan Trumbull Library Board of Trustees was held on Thursday, January 8, 2009. This meeting took place of the regularly scheduled meeting which was to be held on Thursday, January 15, 2009. The meeting was called to order at 7:02 p.m. by Chairman Holly Sinkewicz. L. Tanger moved to accept the November 20, 2008 minutes as presented, H. Morin seconded; motion passed unanimously.

4. Librarian's Report

Head Librarian: Year to date budget is on target. Circulation increased 20% for the second year in a row.

No Children's Report.

5. Sub-Committees

No reports for By-Laws, Facility/Equipment, Personnel/Employee Compensation, or Publicity

B. Budget committee January 6, 2009 minutes were reviewed

E. The Friends' annual holiday party was small but nice

F. Cards were mailed to Julie Culp, Peg McCormick and Judy Vertefeuille

G. Holly attended the LCBA holiday party, no business at that meeting

I. Library Trust Fund—Nina Jeannotte will be asked to attend the March meeting

6. Old Business

A. J. Vertefeuille attended the Capitol Needs Planning Team meetings. Julie had compiled a list of needs and they were prioritized by Judy. The overall committee prioritized the library asbestos flooring and mold problem as the #1 town problem. On January 13th Phil Chester, Joyce Okonuk, Julie Culp, Holly Sinkewicz and Judy Vertefeuille will meet with an architect at the Library to review improvement options. On January 15th a meeting with Mary Louise Jensen, Building Consultant for the Connecticut State Public Library Construction Program will be held at 7 p.m. in the library. All board members are invited to attend. She will discuss grants that are available to public libraries.

B. Two library employees have joined the town union impacting the 2008/09 and 09/10 budgets as well as the By-Laws. G. Hanczar moved to create a sub-committee made up of the combined Personnel/Employee Compensation and Budget committees to work on proposed By-Law changes to reflect the union/non-union employees; L. Tanger seconded; motion passed unanimously.

C. Effective October 1, 2008 Connecticut State Law requires all agendas and minutes must be posted on the town website. Proposed change:

All agendas and minutes must be filed on the Town Website. The authorized Chairman will file agendas (within 24 hours of regular meetings) and the authorized Secretary will file minutes (within 7 days of the regular meeting) in a PDF format. They are given a password and instructions by the Town for filing purposes. In the case of subcommittee special meetings, the date of the meeting must be added to the town website calendar. This is done by calling the First Selectman's office and requesting the date be added to the calendar. An agenda then must be emailed to the Chairman within 48 hours of the special meeting and the minutes emailed within 6 days of the special meeting, to be filed on the website. A confirmation email will be sent from the Chairman. If a confirmation email is not received within 12 hours from the Chairman, a follow up phone call would be in order. If there is no response to the phone call, the Secretary should be contacted to submit the agenda or minutes.

L. Tanger moved to accept the proposed By-Laws change for filing agendas and minutes for regular and special meetings, G. Hanczar seconded; motion passed unanimously. L. Tanger and H. Sinkewicz will review the current By-Laws to make additional proposed changes to update this new procedure.

New Business

A. L. Tanger moved to add bereavement leave for the Library Director for 3 days for immediate family to the By-Laws Personnel Policy; G. Hanczar seconded; motion passed unanimously. L. Tanger moved to make this previous motion retroactive due to the Director's recent loss; L. Myers seconded; motion passed unanimously.

B. L. Tanger moved to accept the proposed 2009-2010 budget of \$253,292.00 with town appropriation of \$220,963.00 as presented; G. Hanczar seconded; motion pass unanimously.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Barbara Wengloski
Recording Secretary