

Jonathan Trumbull Library Board of Trustees

November 20, 2008

Members present: Barbara Wengloski, Gloria Hanczar, Lydia Meyer, Heather Morin, Leah Tanger, Peg McCormick, Holly Sinkewicz, Joyce Teed and Librarian Julie Culp. Judy Vertefeuille attended the Capitol Needs Planning Team meeting at the Town Hall; arrived at JTLBT meeting at 7:50 p.m.

A regular meeting of the Jonathan Trumbull Library Board of Trustees was held on Thursday, November 20, 2008. Chairperson Holly Sinkewicz called the meeting to order at 7:02 p.m.

L. Tanger moved to accept the minutes of September 18 and November 12, 2008; G. Hanczar seconded. The motion was accepted unanimously. A thank you note was sent to Steve Blevins for coming to the November 12th special meeting to discuss the leave a legacy questions.

4. Librarian Reports:

Head Librarian: Circulation and program figures have increased and show that the staff is very busy.

The data cabling project is complete; contractor will return to pull out old wiring.

The Rec. Dept. will not be able to fund passes or summer reading next year.

Patrons can complete a ballot with their top 5 passes to see which are the favorites.

Friends are donating candy canes and bookmarks to give away at open house.

Current budget figures reviewed; computer software was taken from the equipment fund.

No report from the Children's Librarian.

5. Sub-Committees

A. By-Laws: no report

B. Budget: no report

C. Facility/Equipment: (The committee did not meet prior to this meeting)

a. Drain Replacement: work has been done; shrubs removed

b. Data cabling—complete

c. Handicap Accessibility—one quote so far; but has not gotten back with the estimate.

d. Book Drops: \$5,000 total estimate for 2 stainless steel book drops; one for media and one for books

Julie outlined the needs of the Library in a letter to Joyce Okonuk (included shelving, handicap access, bathrooms, carpeting, roof, children's floor, etc.)

D. Personnel: The committee met and wrote up the head librarian's evaluation which was presented.

E. Friends: Annual Christmas Party December 11 at 6:30 with Yankee Book Swap—bring wrapped book.

The Friends will purchase the Mystic Pass and have asked for the librarians' wish lists.

F. Sunshine: no report

G. LCBA: new officers elected; working on a new business directory

H. Publicity: no report

I. Library Trust Fund: At a special November 12th meeting Steve Blevins discussed an endowment fund and how donations and bequests could be handled. Several questions came out of this meeting (see 11/12/08 minutes). Still need a marketing perspective; Holly will contact Nina Jeannotte and a future meeting will be set up with her.

6. Old Business:

A. ACLB Conference: no one from JLT or board attended

B. Amend Holiday schedule: L. Meyer moved to amend the 2009 holiday schedule from Thursday December 31, 2009 being open 10-1, to closed; J. Teed seconded; motion passed unanimously.

7. New Business:

A. Capitol Needs Planning Team Meeting: J. Vertefeuille arrived back from Town Hall to report to the board. Several forms must be completed. The first due December 16th is to prioritize needs for capitol expenses. A detailed separate page for each item will be required. A second meeting will be held on December 30th. Full estimates will be due for the January meeting. The CNPT will meet in January and prioritize all the projects submitted. Judy agreed to be the Library designee for this committee. The Facilities Committee will meet before the December 16th date.

B. Union employees: Two employees have joined the town union. By-laws will have to be changed to reflect this change and the budget will be impacted. Julie will meet with J. Okonuk to discuss contract and impact on the budget.

C. Budget Committee meeting: Will meet Thursday January 8th at 6:45 p.m.

D. Agenda/Minute Filing System: New state law effective October 1st requires all minutes and agendas be posted to the town website. A procedure will have to be discussed for sub-committee meetings and who will submit agendas/minutes. The by-laws will eventually need to be changed to reflect this change of filing.

E. Tree lighting: The library will be open immediately after the tree lighting (Dec. 7th).

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,
Barbara Wengloski
Recording Secretary