

Jonathan Trumbull Library Board of Trustees: November 15, 2007

Members present: Holly Sinkewicz, Joyce Teed, Peg McCormick, Sue Kane, Lydia Myers, Barbara Wengloski, Librarian Julie Culp and new (non-voting for November meeting) members Heather Morin and Judith Vertefeuille (absent: Gloria Hanczar, Leah Tanger & Jim Wesolowski)

A regular meeting of the Jonathan Trumbull Library Board of Trustees was held on Thursday, November 15, 2007. Chairperson Holly Sinkewicz called the meeting to order at 7:07 p.m. Holly welcomed and congratulated the new members, Heather and Judy; Holly was also re-elected.

Peg moved to accept the minutes of the September 20, 2007 meeting; Sue seconded; motion passed unanimously. There was no correspondence.

Librarian's Reports: (see page 3 for Library Director's report). Julie's report included circulation statistics, as well as July 2006-June 2007 circulation by category and programs as reported to the state. She will include the total collection number in the next report (approximately 43,000 items). The budget year-to-date figures were presented; will be discussed further on in New Business. Julie's goal is to have the library more connected with the community and the community with the library and have increased programs for 'older folks'.

Linda Slate's report included a surprise donation on November 8th from Alfred Arnold Krause. He presented Linda a \$10,000 donation to the Children's Library in memory of his late wife, Helen F. Krause. Both Linda and Julie will send letters from the library and Lydia from the Board thanking Mr. Krause. The LSTA funds are still pending, but she is busy ordering and creating program segments. The Delta Therapy Dogs were a big hit with families. Linda will book them in 3-4 month blocks and the CT Bluegrass Music Association will perform at the library November 29th at 6.00.

Sub-Committees:

Holly briefly explained the function of each of the committees. No reports from Facility/Equipment, Library Trust Fund, Publicity.

By-Laws: The By-laws were updated to reflect the change in board name and passes circulation. Updated CDs were given to Julie and Holly to pass on to the new By-laws person. Sue was thanked for her work on By-laws.

Budget: Budget Committee will need to meet before the January meeting. It was suggested that wheels be placed under the heavy furniture to help in their movement; or furniture sliders which are inexpensive.

Personnel/Employee Compensation: Julie was asked to remove herself from the meeting at this time while the board reviewed the Library Director Evaluation. Everyone was in agreement with the evaluation. Lydia moved to accept the evaluation as presented; Sue seconded; motion passed unanimously.

Friends: Peg did a great job on the book sale. They made \$700 more than before which reflected the increased prices. Everything ran smoothly. Their next meeting is the Christmas party; all board members are invited.

Sunshine: Lydia will be sending notes to the outgoing members and Mr. Krause.

LCBA: The expo went well; Holly had books from the library, bookmarks. Judy mentioned that there is a State Tourism booklet that library programs can be mentioned in; Julie will contact Alicia Wayland for the deadline; the emphasis is to promote Lebanon as a tourist destination.

Old Business:

- A. Library Assistant, formerly Aid description was reviewed. Wording in bold font are the proposed changes; Julie, Linda and Donna reviewed this before presenting it to the Board. Lydia moved to accept the changes as noted for the Library Assistant job description; Joyce seconded; motion passed unanimously.
- B. Julie, Holly and Peg attended the ACLB Library Trustee's Boot Camp October 12th.
- C. Julie clarified the billing for the "going green" issue. There are two different bills, one from CL&P and the other from TransCanada. The TransCanada bills have been paid out of the fund balance without Julie being notified; the Finance Office will now be sending the bills to Julie. (To be discussed under New Business). The Library is not going green as discussed at the September meeting, but part of the purchase for the entire town.
- D. Code of Ethics draft had been emailed to all members for their review.

New Business:

- A. Lydia presented the slate of officers for 2007-2009; there were no nominations from the floor. At this time Holly asked Sue to run the meeting. Slate: Chairperson-Holly Sinkewicz, Vice Chairperson-Leah Tanger, Corresponding Secretary-Peg McCormick, Recording Secretary-Barbara Wengloski. Joyce moved to accept the slate of officers as presented, Lydia seconded; motion passed unanimously.
- B. Judy and Lydia volunteered to be on the Budget committee along with Peg and Gloria. No one volunteered for the By-Laws position; this should be an experienced board member who knows how to use Word.
- C. The budget committee will meet on Tuesday, January 8th
- D. Barbara explained the new procedure to file agendas and minutes direct to the Town Clerk and have them posted on the Town website. There will be two people authorized from the Board, Holly as chair and Barbara as secretary and they will be the only ones able to post the minutes. All documents need to be in pdf format and emailed to the Town Clerk. Committees will have to email their agendas and minutes to Barbara to have them posted.
- E. & F. Julie and Holly attended the November 8th Board of Finance meeting to advise them of the overruns due to electricity (being open Wednesdays & TransCanada), the need to buy more bar codes and staffing for Wednesdays. They were advised that circulation is up 24% in the 8 months of being open one more day and patrons are pleased with the increased hours. Julie and Holly wanted BoF to be aware of the overruns and will need to come out of the fund balance for the fiscal year. The fund balance may not be sufficient to absorb the increased expenses.
- G. Julie would like the library to be open the evening of the tree lighting, December 2nd. Linda Wallace has agreed to read stories in the meeting room; Julie ordered Christmas bookmarks; an opportunity to get library cards and take out

materials. Donna and Julie will work for comp time. Julie feels it is good PR. Peg volunteered to read and Holly to help that evening. Joyce questioned the use of the bathrooms which could not handle a large crowd. It was suggested that it be posted, 'for emergency use only, please use portables'. Peg moved to approve the desire of the Librarian to open the Library to the community the evening of the tree lighting for one hour; Lydia seconded; motion passed unanimously. The building will be open after the ceremony outside has concluded. Joyce also questioned theft problems, but it was felt with enough volunteers it would be okay. We will try the opening this year and re-discuss it next.

Other business:

Holly doesn't want to push for another day at this time, but thinks the Board should have a goal. She thought of a wreath decorating display with them being auctioned off after; open to all organizations. Judy asked about the bookcases upstairs, perhaps replacing some and putting the old ones in the meeting room with hardcover books for sale. Julie said there is no staff supervision in that room.

Joyce moved to adjourn, Lydia seconded; motion passed. The meeting adjourned at 8:35 p.m. Immediately following were refreshments to thank Sue for her 18 years on the board as chair and secretary.

Respectfully submitted,

Barbara Wengloski
Recording Secretary

Jonathan Trumbull Library Board of Trustees Meeting 11/15/07 Library Director's Report

I. Budget- see attached

II. Circulation

MONTH	2004	2005	2006	2007
January	3,442	3,561	3,975	4,417
February	3,852	3,634	3,742	4,032
March	3,793	3,765	4,121	5,237
April	3,697	4,029	4,223	5,420
May	3,013	3,310	3,786	4,806
June	4,323	5,248	4,972	6,081
July	5,152	4,597	5,914	7,839
August	4,199	5,389	5,708	6,568
September	3,651	3,645	4,162	4,790
October	3,556	4,193	4,157	5,235
November	3,941	3,802	4,161	
December	2,863	3,429	3,791	
Total	47,486	50,607	54,718	

III. July 2006-June 2007 Circulation by Category

	Adult	Juvenile	Young Adult/Teen	Total
Books & Magazines	16,714	24,919	1,537	43,170
Audios	1,763	1,099	N/A	2,862
Video/DVD	6,201	4,767	N/A	10,968
All other items (puppets, passes)	173	585	N/A	758
Total	24,851	31,370	1,537	57,758

IV. July 2006-June 2007 Programs

Age Group	Number of Programs	Attendance
Children 0-2	33	431
Children 3-5	85	755
Children 6-14	38	402
Young Adult/Teen	9	34
Adult	67	992
Total Programs	232	2614

V. OTHER

- Interlibrary Loan Activity 2006-2007: Processed 2040 requests to borrow (our patrons) and 1347 requests to loan (other libraries)
- Miscellaneous - Water passed coli form testing 2 weeks ago (after failure August-October); Library installed water cooler for employees.
- Workshops, etc.: Linda attended Children's Librarians Roundtable, Gadget/Technology workshop, Mother Goose on the Loose/Early Literacy program; Julie attended 4 days of Equal Access Institute/Libraries for the Future training