



## *Jonathan Trumbull Library*

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Jonathan Trumbull Library

July 19<sup>th</sup>, 2018

Regular Meeting – Board of Trustees

Present: Cathe McCall, Diane McCall, Maureen McCall, Mary Withey, Judy Vertefeuille, Eilleen Weinstein, Colleen Meese and Michelle Kersey and Library Directors Matt Earls and Linda Slate

Absent: Berkeley Nowosad

The meeting was called to order at 7:00 by the chairman, Cathe McCall.

Minutes to the April 24<sup>th</sup> special meeting – Motion (Diane McCall/Eilleen Weinstein) to accept the minutes as presented. The minutes were accepted with none opposed and two abstentions. Minutes to the June 21<sup>st</sup> regular meeting – Motion (Michelle Kersey/Diane McCall) to accept the minutes as presented. Linda Slate noted that one correction should be made; that Carol Faustman's name should be spelled correctly. The minutes were accepted as corrected with none opposed and one abstention.

Correspondence – None

Director's Report – Matt reported.

- Matt had a busy week with the CT State Library meeting named 'Excite' and attending the various seminars where he gathered lots of good information. He received a 'Best Practices' manual that has given him lots to think about. We rank high in many of the areas except for staffing and young adults, both of which Matt plans to do something about. The high school students should be treated like adults and he would like to hire a Young Adult librarian for Saturdays and perhaps Wednesdays where we don't have enough staffing. A teen advisory board should be established to hash out ideas for a space for them upstairs.
- Budget – We are currently under budget. Cathe asked why and it was noted that Matt is paid a little bit less than Julie Culp made and there were some snow days where part-time employees are not paid.
- Personnel – Matt is working on a staff evaluation form and will do an annual reviews of staff in September. The Personnel Committee will meet with Matt to give input on that form.
- Facilities – The staff is currently dealing with a mice problem. Black boxes and traps are being used. The exterminator will return in three weeks to check the situation.

Matt will be asking the Board of Selectmen for funds to do some painting in sections of the library.

- Grants – Matt has taken the first steps towards getting LSTA grants from the state and federal government. He attended the training session which is step one. Also required is the completion of the *Best Practices Guidelines for Connecticut State Libraries* and the *Aspen Institute Action Guide for Re-envisioning Your Public Library 2.0*. Having attended, Matt is reminded that he has a lot to learn. There are two kinds of LSTA grants: planning and literacy. The literacy grant could be for different things and he is most interested in Civic and Early Childhood Literacy.
- New magazines are *Harpers*, *Fine Homebuilding*, *Esquire*, *Rolling Stone*, *Money*, *Time*, *National Geographic*, *Reader's Digest*-large print, *The New Yorker* and *ESPN*.
- Circulation – is up over June 2017 and more than 1,000 compared to May 2018.
- Programs and Publicity - We have children and adult programming almost every day in July. Attendance has been good (over 125 in adult programs and 342 in the children's programs), except for game night and the teen rock painting. Interesting content has been added to our Facebook feed which is more active than ever. Outdoor signs are constantly being used and patron feedback shows that these do drive traffic. When the Yoga sign was not out, only seven people attended. When the Yoga sign was out, fifteen attended. Prides Corner donated 13 plants and the Log Cabin will donate as well. Dave Lyon from Lebanon Life is putting in a full color picture and caption for The Mystery of the Disappearing Director.
- Flexible Space Planning – Regarding the move of the Young Adult's section, bookcases will have to be moved and shelving obtained. Matt is pricing shelving and it was noted that the Building Committee would have input since they know what the architect has for plans. Motion (Mary Withey/Michelle Kersey) that we look for a home for the breakfront upstairs that should be moved to make more space for shelving and if that fails, to see about getting it auctioned. The motion carried with none opposed and Michelle volunteered to take that task on. She will speak to those at the Historical Society for input. Adult biographies are being weeded and nonfiction is being shifted to create enough space for a table and two large bean bag chairs. The teenager type books must be separated from the juveniles in YA. If we can hire a Young Adult Librarian 12 hours per week, with a flair for programming, a specialty in an artistic field, with a knowledge of YA literature, a Young Adult Advisory Board can be built. Both Kate Slavinski and Genevieve Nowosad are on board with this and will be helpful in finding the teenagers who would be interested. Another equally large priority is the creating a living room atmosphere in the children's area. Whenever there is a program for kids under five, the parents stay. A play rug for the 'little people's' space would be more welcoming and the 'middle people's' space would be delineated to the other side of shelving of DVDs and Audios. Matt would really like to have a professional designer give input on all of this but right now the schools are doing the same type of planning and he has been waiting for a call-back. He plans on creating a couple of focus groups to talk things over to see what he might be missing. Michelle volunteered to attend as facilitator and documentor.
- Library Events – summer reading continues – prizes include plants from Pride's Corner, passes to Quester's Way, gift certificates from The Log Cabin, Amazon gift cards, books, games and more. Artist of the Month is Heather Abel, owner of Purring Pottery.
  - Hot Chicks with Sticks

- First Tuesday Films – I Can Only Imagine
- Adult and Family Game Night – Pandemic
- Yoga and Meditation
- Autism Discussion Group
- Wednesday Movie – The Death of Stalin
- Poetry's Greatest Hits
- First Tuesday Films (September) – We Love You, Sally Carmichael

Young People's Director's Report – The Summer Reading Program is LIBRARIES ROCK! This is most obvious if you see the 'rock garden' outside the front door. Linda distributed the August schedule of events including the usual *Time for Stories* and *Read, Rock & Rhyme and Pokemon Club*. Again Linda has many programs scheduled for the month. The August events are **Library Rocks Painting** on August 1<sup>st</sup>, **Children's Museum of SECT presents: 'Under the Sea'** on August 2<sup>nd</sup>, **Denison Pequotsepos presents: 'Geology Rocks'** on August 6<sup>th</sup>, **Paper Butterflies** on August 7<sup>th</sup>, **Stuffed Animal Sleepover** on August 8<sup>th</sup>, **Animal Embassy presents: Nature Rocks** on August 9<sup>th</sup>, **Ninjago Club** on August 11<sup>th</sup>, **Edward Leonard's 'Fun with Rhythms'** on August 13<sup>th</sup>, **Ukrainian Storytelling with Charlotte Ericsson Randall** on August 14<sup>th</sup> and the **End of Summer Luau with Judi Ann Jones!** on August 2<sup>th</sup>. Summer Reading has been extremely busy this summer. Linda has had wonderful volunteers from the Lebanon Middle School helping in a variety of ways. They are committed and extremely conscientious. Linda will be presenting another preschool screening at the Lebanon Elementary School on August 22<sup>nd</sup>.

Bylaws – Nothing to report.

Budget – Diane reported that the committee met. The biggest issue seems to be attempting to determine how much of the money found is restricted and how much is non-restricted. Berkeley and Matt are looking at the numbers in QuickBooks from 2006 to the present and trying to reconcile the numbers. There are about 30 pages per year. Veronica puts all of the monies for the library into one fund instead of doing line items which compounds the problem.

Personnel – Eileen reported that the committee met and are working on a six-month review for Matt. They will continue to work on that. Tuesday, August 7<sup>th</sup> at 6:00 was selected as the date for that committee to meet with Matt to go over the staff evaluation form that he created.

Library Trust Fund – Nothing more to report

Building Committee – Nothing to report but hopefully there might be information forthcoming after the July 25<sup>th</sup> court hearing.

Friends of JTL – Next meeting is in August.

Unfinished Business – Matt expects that he will get a call if the supply of Narcan makes it possible for him to get some for the library to have on hand. As to the AED, Matt spoke with Betsy and she let him know that she has one as does Officer Konow and all of the EMTs. We are only opened 38 hours so it is not as critical that we get one. Discussion followed on the cost (about \$1,500) and training. Perhaps the Friends of JTL would make a donation. There was discussion on the fact that the staff has not been trained for CPR. Matt asked if one of the board is the Friends liaison. The Friends does not have one and Matt will bring that up to the new chairman, Stephanie Ouellette when he meets with her.

Other Business – Cathe brought up the issue of volunteer opportunities. We as the Board would like to know what we can do to be helpful to the staff. Linda would like to get more weeding done in the Children’s Library before the book sale and said that she would love help the week of August 20<sup>th</sup> (Monday, Tuesday and Thursday) and that last week of August.

Hearing no other business, motion made (Diane McCall/Mary Withey) to adjourn at 8:12. The motion passed unanimously.

Respectfully submitted,  
*Maureen D. McCall*, Secretary