



Jonathan Trumbull Library

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www.lebanonctlibrary.org

Jonathan Trumbull Library
Special Meeting
May 31, 2012

Present: Diane McCall, Alicia Wayland, Holly Sinkewicz, Kathy Chesmer, Berkeley Nowosad, Judith Vertefeuille, Maureen McCall and Julie Culp.

The meeting was called to order at 6:30 by the vice chairman, Holly Sinkewicz.

In addition to the proposed changes from the prior meeting, the following items were addressed. Note that with the approval of the change from chairperson to chairman, all occurrences in the entire document should be updated including those instances where *chair* is used instead of *chairman*. It should also be noted that current parlance for the Children's Librarian should be updated to *Children and Teen Librarian* and all occurrences in the entire document should also be updated.

Current	Proposed
The Library is funded by the town of Lebanon and various trust funds. Bills are paid by the Town Treasurer from money allotted to the Library account.	The Library is funded, <i>by CT state statutes for libraries</i> , by the town of Lebanon and various trust funds. Bills are paid by the Town Treasurer from money allotted to the Library account.

ARTICLE II – OBJECTIVES

Current	Proposed

The objectives of the Jonathan Trumbull Library shall be to provide, on equal terms, free service to all individuals and groups in the community of selected books and other materials that aid the individual in pursuit of education, information, research, and recreation.	The objectives of the Jonathan Trumbull Library shall be to provide, on equal terms, free service of selected books and other materials that aid the individual in pursuit of education, information, research, and recreation to all individuals and groups in the community.
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ARTICLE V – OFFICERS

Officers shall serve a term of two years, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees that immediately follows the town election.	Officers shall serve a term of two years, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees that immediately follows the town election. In the event that the regular meeting falls within the fourteen (14) day waiting period, a special meeting will be held if necessary.
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Wording update for chair to chairman

Vice Chairman

1. Performs the duties of the Chairman in his/her absence, and performs such duties as designated by the Chairman and the rest of the Board members

All recommendations of the April 23rd Special Meeting of the Bylaws Committee were approved except for the following modifications.

Article IV – Library Staff

Wording update - The Library Director shall appoint a Children and Teen Librarian who, under the direction of the Library Director, shall be responsible for the direction of the Children and Teen Department.

Article VII – Committees

Current	Proposed
2. The Executive Committee shall act as the Grievance Committee, to handle internal and external problems. If the problem is of major proportions, the Grievance Committee should bring the problem to the whole Board for solution.	2. In the event of a grievance, the Chairman shall appoint a grievance committee.
3. No committee, Chair, Vice Chair., or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the	3. No committee, Chairman, Vice Chairman, or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the

Jonathan Trumbull Library without the approval of the Board of Trustees.	Jonathan Trumbull Library without the approval of the Board of Trustees.
	4. The Bylaws committee shall meet annually to review the by-laws and report to the board.

Library Mission and Goals

4. The Library will provide any materials that help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, recordings, microfilm, audiotapes, videotapes, and computer software.	4. The Library will provide any materials that help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, music scores, maps, audio and video material, computer software and eBooks.
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Collection Development Policy

Update wording under Population Served – The Children and Teen Library serves all children from birth. A parenting collection is also maintained in the Children and Teen Library.

Update wording under Selection of Material – The selection of materials for the Children and Teen Library will be the responsibility of the Children and Teen Librarian.

Circulation Policy

Current	Proposed
<p>1. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations:</p> <ul style="list-style-type: none"> • While there is no charge to use the computer, \$.10 per page will be charged for use of the Library's printers. Pages printed in color will cost \$.25. • Files created should not be saved on the hard disk of the computer. The Library does not accept responsibility for anything saved in this manner. Patrons may purchase one from the Library at \$1.00 per disk. 	<p>2. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations:</p> <ul style="list-style-type: none"> • \$.15 per page will be charged for use of the Library's printers. Pages printed in color will cost \$.50. • Files created should not be saved on the hard disk of the computer. The Library does not accept responsibility for anything saved in this manner.

Wording update under Circulation Policy – Step 5. – This applies to both the Children and Teen and Adult sections.

Wording under Job Descriptions – Children and Teen Librarian

Appendix I – Library Director Job Evaluation

Grammatical Corrections – Board should be capitalized in step 3. Director should be capitalized in step 4. BOD should be BOT (Board of Trustees) Date references to terms should show 2011 to 2013.

Motion by Diane McCall and seconded by Judy Vertefeuille to accept the changes as discussed. The motion carried with none opposed and none abstained. Julie Culp will make all of the changes to the master copy and distribute them to the entire board.

Motion by Alicia Wayland and seconded by Diane McCall to adjourn at 8:09. The motion carried with none opposed and none abstained.

Respectfully submitted,

Maureen D. McCall

Maureen D. McCall, Secretary