

Jonathan Trumbull Library Board of Trustees

Special Meeting

May 23, 2011

Present: Julie Culp, Jason Huling, Cathe McCall, Diane McCall, Maureen McCall, Lydia Myers, Holly Sinkewicz, Linda Slate

Absent: Kathy Dunnett, Judy Vertefeuille, Heather Morin

A special meeting for the Jonathan Trumbull Board of Trustees was held on Monday, May 23.

The meeting was called to order by Chairperson, Holly Sinkewicz, at 7:00 p.m.

2. The minutes of the March 17th regular Board meeting and the May 9th special meeting were read. M. McCall moved to accept; J. Huling seconded. All in favor.

3. **Correspondence** –Heather Morin, Vice Chairperson, has submitted a notice of intent to resign to H. Sinkewicz.

4. **Remarks from L. Malone** –Library employee, L. Malone, was present at this meeting to voice some concerns about losing hours in her position and to make suggestions to the Board. The Board regrets this decision, has deep appreciation for her skilled and exceptional work, and will take her suggestions under consideration.

5. Librarian Reports

A. Director –J. Culp distributed copies of her report. We reviewed budget figures, circulation, and program numbers. All figures indicate much growth over the past 7 years. J. Culp missed the most recent public library roundtable discussion as she needed to substitute for an ill staff member. J. Culp informed the Board that she has applied for a technology grant from Praxair Corp. of Danbury which would fund public access computers and computer furniture.

B.Children's –L. Slate reported on the theme for this year's summer reading program –"One World, Many Stories." She reported that she will not be continuing deliveries of the day care bags, but the day care providers will instead come to the library. She has applied for a Target grant for thematic book bags. L. Slate's "Read, Rock, and Rhyme" program was cited as a Best Practice on ct.webjunction.org website, which is maintained by the State Library.

6. Sub-Committees/Special Committees

A.By-laws – This committee will meet and work up changes as needed and will present same in September.

B.Budget – Minutes of the May 17 special meeting were distributed and reviewed.

C.Facility/Equipment –no report

D. Personnel/Employee Compensation –Minutes of the special meeting of March 28 were distributed and reviewed.

E. Friends –The Spring Walk Around the Green and brunch will begin at 10 a.m. on June 4th. May is membership month. Forms are available at the circulation desk.

F.Sunshine –no report

G.LCBA -no report. However, H. Sinkewicz did mention the Expo in October and shared that the library has been encouraged to advocate for the Adopt an Author program.

H. Publicity –no report

I.Library Trust Fund/Community Relations –no report

J. Building Committee – no report at this time

7. Old Business

A.Public Hearing on budget-April 11. H. Sinkewicz thanked Board members who attended.

B.Annual Town Meeting –May 2. H. Sinkewicz thanked Board members for input. She has also sent a thank you note to the BOF for restoring \$10,000 to our budget.

C.Hugh Trumbull Adams’ Estate update – After much discussion with officials involved with Mr. Adams’ estate, we will realize no gain from the 6000 post-1909 titles, due to prohibitive logistics and shipping costs. We will realize the proceeds from the auction of the older books in Mr. Adams’ library.

D.Discuss and act upon MERF benefits for the Library Director position including retroactive MERF to date of Union employees- M. McCall moved to fund J. Culp’s MERF retroactively for 3 years, the monies will be drawn from the Fund Balance. Seconded by J.Huling. All in favor.

E.Discuss and act upon other benefits for the Library Director position comparable to the union Employee’s benefit package-After discussion, it was agreed that all benefits will match those of full-time town employees. C. McCall moved to accept, D. McCall seconded. All in favor.

F.Discuss and act upon part time employee benefits-After much discussion, it was agreed that benefits of Library part-time employees should mirror the same level of benefits for Town part-time employees. D. McCall moved to accept, C.McCall seconded. All in favor.

G.Discuss and act upon possible funding sources for changes in budget due to benefit changes-This was deferred to New Business.

8. New Business

A. Discuss and act upon revised job descriptions for non union part time library employees-J. Culp presented two revised job descriptions for Library Assistant and Sr. Library Assistant. Additional modifications will be made to the current descriptions to reflect new titles and to allow for utilization of the wage matrix. Library Assistant will pertain to a Full time position. Sr. Library Aide will imply a senior employee with more qualifications than Library Aide, which will be the entry level position. It was agreed that the By-Laws Committee would need to meet to bring such information up to date. M. McCall moved to accept the changes, seconded by J. Huling. All in favor.

B. Discuss and act upon the formulation of a wage matrix with steps, for non union part time employees which would be effective July 1, 2011, with no other COLA's (cost of living adjustments) for the 2011-2012 fiscal year- After much discussion, M. McCall moved to accept the "FY 2011-2012 Library Wage Matrix for Non-Union-PT Staff." Seconded by M. McCall. All in favor.

C. Discuss and act upon recommendations to the BOS for all library staff (wages/benefits) to be included under the supervision of the BOS effective July 1, 2011, with daily supervision from the Library Director-We discussed the idea of the Town managing the financial portion of the Library, including vacation time, etc. J. Culp would still manage hiring/dismissal/time sheets and the like. M. McCall moved to accept, seconded by J. Huling. All in favor. H. Sinkewicz will write a letter to First Selectperson, Joyce Okonuk, making this a formal request.

D. Budget 2011-2012-

a. Review and discuss proposal from the Budget Committee –Reviewed 5/19 document, which lists Requested Town Appropriation at \$238,375.

b. Vote on revised budget for the 2011-2012 fiscal year –D. McCall moved to accept; C. McCall seconded. All in favor.

E. Appoint a Vice Chairperson to fulfill the term of H. Morin – This term of Vice Chairperson will expire in November 2011. Cathe McCall agreed to take the position. If anyone has any recommendations for the replacement of H. Morin, please contact H. Sinkewicz. We thank Cathe for accepting to take this role. We thank Heather for her service.

9. Adjournment –The meeting was adjourned at 9:03 p.m. The next meeting will be held on September 15, 2011.

Respectfully submitted,

Lydia Myers, Recording Secretary

