



## Jonathan Trumbull Library

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Jonathan Trumbull Library

March 22, 2018

Special Meeting – Board of Trustees

Present: Cathe McCall, Maureen McCall, Colleen Meese, Berkeley Nowosad, Mary Withey, Eilleen Weinsteiniger, and Diane McCall and Library Director Matt Earls

Absent: Judy Vertefeuille and Michelle Kersey

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

Minutes to the February 15<sup>th</sup>, 2018 regular meeting - Motion (Diane McCall/Eilleen Weinsteiniger) to accept the minutes as presented. The motion carried with none opposed.

Minutes to the February 28<sup>th</sup>, 2018 special meeting – Motion (Diane McCall/Eilleen Weinsteiniger) to accept the minutes as presented. The motion carried with none opposed.

Correspondence – Cathe sent around two thank-you notes, one to the Board from retired Julie Culp and one to Donna Maheu, thanking her for her diligence in her work.

Director's Report – Matt reported that here in his first weeks, things are going well and he is very busy getting up to speed. The following are the major items he has addressed these past weeks:

- Town - Matt said that he is in love with Lebanon, thanked the search committee and said that he has found that the town is really friendly. He noted that at one point, a teenaged boy held the door for him and another time a four-year old thanked him for holding the door. He thanked us for moving the board meeting to today so that he would be able to attend. Julie stepped in for him at the reception for the Art Show. He stepped in for Linda with the *Time For Stories* program. He was grateful that one of the grandfathers helped out with the singing.
- Publicity - Lebanon Life is used for publicity and also the website and Facebook.
- Staff - The staff is excellent. He relies on Linda to take care of everything the Children's department as well as helping out with all of his questions. When he wanted to move the calendar to Google Calendar, she immediately began learning that application. On one of the false snow days, Kathy came in and processed books

and accepted art. Claire posted the closing on our home page and has since written detailed instructions for him so he can do it himself.

- New Director's Roundtable – Matt attended and was reminded that we, the director and board members, are ambassadors to the town and he asks that we encourage everyone we know to come to the library weekly.
- Programs - \$5,000 was received from the HT Adams grant to be used for programs. Matt would like to offer more computer classes. A *Homeschoolers Making STEAM* program has been added and Matt volunteered to do an aerodynamics program for the first session. Claire has a homeschool connection and posted and shared information. Usually we get about 100 hits but after the posting, we had 400 hits. This tempts him to do more with Facebook marketing. Claire will handle a LEGO building party and there will be playground stations around the library for the children to use. Board-game nights is planned for alternate Thursdays, the first one being held on April 5<sup>th</sup> (Scrabble). He found a person who will be leading Yoga for adults on the Mondays opposite *Chicks with Sticks* and plans on having Yoga classes for children as well. We will also continue first Tuesday movies and Device Night as well as the book discussion series.
- Connecticut Library Association Conference - The CLA Conference will be held on Monday and Tuesday, April 23<sup>rd</sup> and 24<sup>th</sup>. He plans on attending both days and Linda will attend on Monday and Claire on Tuesday.
- Deliberative Dialogue – Matt asked if the library is the place for community conversation and civic discussion. He hopes to be attending a workshop titled Deliberative Dialogue Moderator Training. It will be held on April 18<sup>th</sup> and 19<sup>th</sup>. Subjects would include such things as the *Opioid Crisis*, *Safety and Justice*, *Who should we welcome to the United States* and other such topics. The cost is \$150 if reservations are made by April 1<sup>st</sup>. Otherwise the cost will be \$175.
- Computer - Matt has met with Betsy Petrie and Linda McDonald. He asked for a stand-up desk and monitor and they were delivered within the week. He is meeting with Betsy next week to talk about the building project and he then plans on meeting to talk about upgrading the computers. He would like to have more computer classes. Four identical laptops with Microsoft Word and Office would work for training patrons. We have six computers from 2012. He plans on getting a better handle on the Town's needs and he needs to have video capabilities on his own computer. He was interested to learn that the schools have gotten Chromebooks for the students.
- Circulation - was 4,205 for February (1,994 for adults and 2,211 for children).
- Budget - The budget looks good for this month. He is waiting for the town report from Veronica. There is a \$3,612.29 Content Credit in Overdrive for books and video books that he plans on using. Perhaps the Friends of JTL would purchase more shelving for the non-fiction videos which are hard to access where they are now shelved. Their next meeting is scheduled for May 10<sup>th</sup>.
- Changes made - Matt has linked his personal Amazon Prime account with the library so that he can order items with two-day shipping and also be able to get items that are not available without Prime. He is planning on using Google Analytics to track website usage and has managed to work things out so he can work Evergreen from home. They are now using Google Calendar staff and events scheduling and Matt is transitioning to Google Docs for staff files so that he can work from home more easily.
- Changes he would like to make - He would like a new computer - Julie's computer is very slow and crashes at times. He would like to have a more reliable way of saving information for Quickbooks rather than on a flash drive. We do save to the local library server.

Young People's Director's Report – Linda's report was distributed which included her usual programming of *Read, Rock & Rhyme* and *Pokemon Club* as well as *GET Slimed* on Tuesday the 10<sup>th</sup>, *Homeschoolers Making STEAM* on April 11<sup>th</sup>, *Draw Simple Cartoon Characters* on April 16<sup>th</sup>, *Movie & Popcorn* on April 17<sup>th</sup>, *LEGO Fun* on April 18<sup>th</sup>, *Minute to Win It Games* on the 19<sup>th</sup>, *Ballet Story Hour* presented by *Thread City Classical Dance* on the 21<sup>st</sup> and *Open Drawing* on the 28<sup>th</sup>. She attended a "Talking About Diversity in Books for Children and Teens" program at the Wallingford Library. The \$700 from the Holocaust grant was received, a thank-you sent and the books ordered. Linda will be attending the 2018 CLA Conference in Danbury on Monday the 23<sup>rd</sup> of April. Work continues on the summer reading themed "Libraries Rock".

Bylaws – the Appendix F: Library Staff Address List was updated and distributed.

Budget – on track

Personnel – Nothing to report

Library Trust Fund – Already reported on the receipt of \$5,000 for programming.

Building Committee – Cathe reported that she has spoken with Jim Russo and asked him to speak with Matt and give him an update. Berkeley spoke to what she has heard about the situation with the Green.

Ad Hoc Search Committee – was thanked for their good work and disbanded.

Friends of JTL – Next meeting is on May 10<sup>th</sup>. They will be electing new officers.

Hearing no other business, motion made (Berkeley Nowosad/Eileen Weinstein) to adjourn at 7:54. The motion passed unanimously.

Respectfully submitted,  
*Maureen D. McCall*, Secretary