

Jonathan Trumbull Library  
April 25, 2023  
Regular Meeting  
Library Board of Trustees  
Community Multipurpose Room

Present: Janice Knudsen, Guthrie Dinda; Suzanne Nintean; Christine Hadyka; Cathe McCall; Eileen Weinstein; Michelle Kersey

The meeting was called to order at 7:01 pm by the Chair, Cathe McCall.

Public Comment:

Minutes:

- Motion (Michelle Kersey/Janice Knudsen) to approve the minutes of the March 15, 2023, special meeting. Motion carried with none opposed.
- Motion (Michelle Kersey/Janice Knudsen) to approve the minutes of the March 28, 2023 regular meeting. Motion carried with none opposed.
- Motion (Michelle Kersey/Janice Knudsen) to approve the minutes of the April 6, 2023 special meeting. Motion carried with none opposed.

Librarian Reports:

- Interim Director's Report: Tabled
  - C. McCall discussed the possible disposal of excess furniture. There is a Friend of the Library who may be willing to sell the items on Facebook Marketplace. There are still additional furniture items to be purchased for the new space.
- Youth Services Librarian Report: Maggie Gaier reported.
  - Hello from NELLS (New England Library Leadership Symposium). Maggie thanks the Board for approving the funds for this training and she can't wait to bring it back to the JTL staff, community and stakeholders.
  - Circulation statistics updated: January 2023 = 5500; February 2023 = 5080; March 2023 = 5468 (last time we had a March circulation number like that was 2016).
  - Wonderful programming highlights: World of Lizards, Haiku Workshop, Earth Day with Congregational Church (cloudy but fun).
  - Two interviews for the Director position on Friday, March 28, 2023.
  - Final quarterly meeting with School Readiness Council: excellent feedback from Pre-K teachers and other stakeholders.
  - Upcoming quarterly Service Meeting May 4, 2023.
  - Planning for Summer Reading 2023: Find Your Voice, Share Your Story.
  - Friends meeting May 10, 2023 at 5 pm.

Sub-committees/Special Committees:

- Budget (Goba, Dinda, Nowosad, Hadyka):
- Personnel (Knudsen, Dinda, Weinstein, Kersey):  
See "Director Search Update"
- Bylaws (Open, Nintean, Knudsen, Weinstein):
  - Annual Bylaw review meeting scheduled for Thursday, April 27, 2023 at 5:00 pm in Children's Library space. Topics to review in detail include use/supervision of the teen room, display/artwork policy, computer use policy. There are some items that need clarification including: current use of Connecticard, schedule of current fines and other miscellaneous fees (copier, fax, etc.).
- Building Committee (Nowosad, McCall, Earls):
  - Cathe McCall there are approximately (20) minor loose ends to be completed, including trim repair, bike rack relocation and book drop off area.

#### On-going Reporting

- Friends of the Library: Next Friends Meeting is May 10, 2023.

#### Unfinished Business

- Director Search Update:
  - A number of applications were received.
- Technology Support:
  - Cathe McCall has met with Novus, the Town's vendor for technology support. Novus performed an initial assessment of the Library's technology and it is in need of an upgrade. Novus is working on a quote to update and also provide monthly support (\$650-\$700/month). Novus has experience with Library systems. Update will be provided when more information is available.
- Building Safety
  - Cathe McCall has met with CIRMA, a vendor who makes recommendations regarding building safety who advised the Library to have a building safety plan and provider training to staff and Board members.
  - The Library should establish and review a building safety plan that addresses internal and external threats, including identifying points of entry and exit.
  - Eileen Weinstein will address at the next Quarterly Safety Meeting for their input/guidance.
- Winifred Jackson Estate
  - The Library has been notified it will be the beneficiary of an approximately \$118,000 bequest. These funds will potentially be used for a garden dedication for Winifred Jackson, invested and the interest used to fund maintenance of the gardens.

Adjournment: Motion (Michelle Kersey/Eilleen Weinstein) made to adjourn at 7:50 pm. Motion carried with none opposed.

Next meeting scheduled for Tuesday, May 23, 2023.

Respectfully submitted,  
Suzanne Nintean  
Secretary