

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

Present: Guthrie Dinda; Suzanne Nintean; Christine Hadyka; Cathe McCall; Michelle Kersey; Bill Goba; Berkley Nowosad; Maggie Gaier; Lindsay Delligan

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

Public Comment:

Minutes:

- Motion (Berkley Nowosad/Guthrie Dinda) to approve the minutes of the June 27, 2023 regular meeting with one correction noted: Add Hadyka to Personnel Committee member list. Motion carried with none opposed, one abstention.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.
 - **Adult Programs:** Summer continues to be a strong time for library programs. We are offering all-ages summer reading incentives, including a BINGO reading challenge for adults. We have handed out more than 30 BINGO sheets and they are starting to come in. We will wrap up Summer Reading on August 18 and do prize drawings for our winners. Special programs this month included our weekly Yoga with Tina Rice, Tai Chi with Joe, and Zoom Cartooning with Bill. We hosted Showtime Steve on June 30th and had 27 participants.
 - First Tuesday Films: Mrs. Harris Goes to Paris: 8; Yoga with Tina: 53; Tai Chi with Joe: 36; Cartooning with Bill: 33; Showtime Steve: 27; Life Initiated: Leadership & Personality Training: 7; Build a Bouquet: 8
 - **Correspondence:** Received a very nice card from Carol Kubala, retired librarian at Saxton B. Little Library. She made a \$40 donation in member of Julie Culp. Sent a thank you.
 - Received notification that the probate for the Winifred Jackson estate has cleared with no objections.
 - **Friends of the Library:** Friends next meeting will be August 9. Meeting minutes and reminders were emailed out.
 - **Meetings:** Attended the monthly CLA Board meeting on July 20 – welcomed new CLA President Sarah McCusker, Library Director of the Canton Library. Attended CLC Zoom meeting on new HR resources available free to CLC members. They signed a contract with Employers of the North East, which will provide a wide range of HR training, leadership skills, assistance with personnel questions, developing personal policies and handbooks, and legal advice. Met with Donna Baron from LHS to discuss and begin planning for America 250, a community-wide celebration in 2024. The Library will host a community meeting on September 21 to get the ball rolling.

- **Grants:** Working with Hayley and Deb in Finance to determine the balance of the HTA fund for this year so that we can better plan our programming and publicity objectives for Fall 2023.
 - **Programs and Publicity:** Jumped in to cover a Read, Rock and Rhyme story time and afternoon Sketch Club last week. It was the first baby story time I have ever done. It was terrifying and awesome at the same time. Will try to learn more fun kids songs for the future, just in case!
 - **Facilities:** James from JA Rosa Builders walked through on July 18 to fix a punch list of remaining issues with the new building, including exterior door locks to make the building more secure.
 - **Volunteers:** We are excited to welcome back Caleb and Loretta, summer interns, to the library. They are hired and paid through EastConn, and there were some unexpected delays with the application process this summer.
 - **Circulation:** Increase from June 2023 and July 2022.
- Budget: Working on budget report. Town/Finance Department input needed.
 - Youth Services Librarian Report: Maggie Gaier reported.
 - Here are some updates from our wonderful summer programming:
 - 200+ kid sign ups; DND camp is in week two, two young adult leaders; Swim and Gym with Miss Carol (Rec Dept) and Miss Shaleen; Theater Programs with Miss Carol Macy
 - At the end of the summer, Lindsay and I will begin to look back at fiscal year 2023 to analyze our statistics for the State Library Report due in November.
 - Teen volunteers and two Eastconn interns are helping our library thrive
 - Looking forward to fall programming with Lindsay at the helm
 - Fred Rogers Institute, 23-24 cohort; free continuing education, virtual on zoom

Sub-committees/Special Committees:

- Budget (Goba, Dinda, Nowosad, Hadyka):
- Personnel (Knudsen, Dinda, Weinstein, Kersey, Hadyka):
- Bylaws (Open, Nintean, Knudsen, Weinstein):
 - Sub-Committee met with Lindsay to review fines and other identified topics. Of the libraries in Connecticut, 130 no longer collect fines. If we eliminate fines, need to develop a process to collect or retrieve books/materials not returned. Currently a text message is sent when your due date is approaching or your materials are overdue. Bylaws will be revised to eliminate fines but retain replacement cost language.
 - Sub-Committee will continue to meet. Revised bylaws will be reviewed by Board and then forwarded to Town Attorney for review.
 - Still working on Community Room Use Policy; Display/Artwork Policy; Internet Use/Safety Policy.
- Building Committee (Nowosad, McCall):
 - Sub-Committee has applied to be disbanded.
 - Thank you to Berkley and Cathe for their dedication.

On-going Reporting

- Friends of the Library: Next meeting is August 9, 2023.

Unfinished Business:

- Category Labels
 - Use of book labels other than genre categories (history, fiction, mystery, etc.) are not recommended by the American Library Association or the Connecticut State Library. All current labels except those for genre to be removed.

New Business:

- Properly approved bench to be installed on porch.
- Planning and Zoning approved the landscaping design.
- Winifred Jackson bequest:
 - W. Jackson requested a statue with children reading (or similar) design. This request will likely not be approved by various Town entities. Appropriate acknowledgement of bequest to be further reviewed.
 - Bequest funds to be placed in an Endowment Fund with the annual interest to be utilized to maintain landscaping and pollinator garden, including maintenance and upkeep as well as replacing plantings as needed, etc.
 - C. McCall and M. Gaier to review process with Town as appropriate.
- Motion (Michelle Kersey/Suzanne Nintean) made to authorize up to \$60.00 for purchase of thank you card and \$50 gift certificate for Linda Wallace. Motion carried with none opposed.

Adjournment: Motion (Berkley Nowosad/Michelle Kersey) made to adjourn at 8:07 pm. Motion carried with none opposed.

Next meeting scheduled for Tuesday, August 22, 2023.

Respectfully submitted,
Suzanne Nintean
Secretary