

Jonathan Trumbull Library  
August 22, 2023  
Regular Meeting  
Library Board of Trustees  
Community Multipurpose Room

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

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

Public Comment:

Minutes:

- Motion (Christine Hadyka/Guthrie Dinda) to approve the minutes of the July 25, 2023 regular meeting. Motion carried with none opposed, one abstention.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.
  - **Adult Programs:** We wrapped up Summer Reading with a bang on August 18, 2023 as we hosted an afternoon celebrating the one-year anniversary of the new Library as well as the end of our successful program. Events took place from 4-6 pm and included a live concert (Elderly Brothers), prize giveaways, super-sized coloring sheets, a scavenger hunt, sidewalk chalk and more. We reached our goal of 250 kids for Summer Reading and had four hundred raffle tickets submitted for our prize drawings. Special thanks to the Lebanon Fire Department for providing one of our best prizes: a ride around the town green in a fire truck. We will host other experiential prizes including "Librarian for a Day" and "Lunch will a Librarian". We handed out over 45 Adult Summer Reading Bingo sheets and gave away a \$50 gift card. Special programs this month included weekly Yoga with Tina Rice (98) attendees, Tai Chi with Joe (34) attendees, and Zoom Cartooning with Bill (27) attendees. We hosted Pam Gray from Winter Bee Gardens for a wonderful event on the language of flowers with ten participants.
  - First Tuesday Films: A Man Named Otto with four (4) attendees.
  - **Correspondence:** We received a lovely thank you card from the Beever family for our wonderful children's activities.
  - **Friends of the Library:** Members decided to cancel several Museum pass memberships due to low usage. Instead, members approved a motion to provide funding for a new library website. Working on getting Friends their own email account and filing a 990 form with the IRS.
  - **Meetings:** Met with the Finance Department to discuss the annual library budget and get a trial balance for the Library Board's report. Hayley asked about details or information the library might have on the Mary Trumbull Adams Fund for the town audit. Lindsay will meet with the town to go through old Library Board minutes for any information available. Attended the monthly CLA Board meeting. Board of Selectmen meet in the library community room for discussion on town schools. Lindsay helped set

up the OWL 360 camera, connect to Zoom and pull up Power Point. Unfortunately, the laptop crashed one (1) hour into the presentation.

- **Grants:** Received verbal confirmation via phone from Lauren, paralegal for Seward & Kessell, and from Liza Rosenzweig that the fund request for 2023 had been approved. Checks are ready to be mailed out, but there are additional authentication procedures that must be completed first.
  - **Programs and Publicity:** Wrapped up a successful summer Reading program and handed out numerous prizes. Currently working on programs for September, October and November. Fall 2023 programs will include Star Gazing, Barbershop Quartet and more. Have reached out to Dylan Waddington, a former part-time library staff member, about assisting with adult crafts.
  - **Facilities:** Notified Steve about flushing issues. Toilets have a “power flush” which means that they can sometimes take longer to refill. Notified Dean of the expired water fountain filters. Dean is working on getting quotes for an elevator service contract.
  - **Volunteers:** Caleb, Loretta, Brie and Raven have been hard at work this summer helping us to weed collections, set up library events and assist with other library tasks.
  - **Building Committee:** Emailed Jennifer Tiso three (3) times to follow up on furniture selections for the Mary Trumbull Adams room. Still waiting for fabric selections.
  - **Circulation:** July 2023 = 5561
  - **Computers:** Placed a call to Ricoh for service on our main library printer. Service Tech said that whoever installed the printer used an ancient driver and a bad port. Spent time installing an updated print driver and connecting to a better IP address. Lindsay spent more than three (3) hours on calls to Microsoft to track down licenses and product keys for staff and public computers.
  - **Bylaws:** Received email from Dawn LaValle that our Bylaws packet format does not follow best practice. Each library policy should be separate from the bylaws themselves. Bylaws Sub-Committee to work on re-formatting Bylaws with these recommendations.
- Youth Services Librarian Report: Maggie Gaier reported.
    - Summer Reading is a wrap! 254 sign ups; 407 tickets earned, about one hundred people at the closing events.
    - EastConn internships are ending.
    - Prepping for Fall programming schedule: Monday Story Hour; Monday Cartooning; Tuesday Sketch Club (and the younger version Doodle Club); Wednesday Read, Rock and Rhyme; Wednesday Chess; Thursday Dungeons + Dragons; Friday Warhammer 40K/Magic the Gathering
    - Maggie starts the Fred Rogers Institute in September.

#### Sub-committees/Special Committees:

- Budget (Goba, Dinda, Nowosad, Hadyka):
  - Highlights of Lindsay’s report:
    - For FY 2023: Over budget for offices supplies, special events, repairs + maintenance and miscellaneous dues but under budget in Medical/Dental Insurance. Closed over budget (expense) by \$8,141. Under budget for budget (income) by \$3,989.

- For FY 2024 to date: over budget in Repairs + Maintenance (elevator + carpet expenses); Adult Books (Overdrive, Magazine expense and NYT expense).
- Personnel (Knudsen, Dinda, Weinstein, Kersey, Hadyka):
  - Director Evaluation will be done in January 2024 to reflect period from hire (June 2023) through December 2023. Completed evaluation will be reviewed with Board at that time and the Director in February 2024.
- Bylaws (Open, Nintean, Knudsen, Weinstein):
  - Review of current work: have not met since July meeting, will resume meetings August 30, 2023.
  - Changes to bylaws format: Lindsay Delligan identified that the bylaws need to be re-formatted by November 1, 2023 with policies separated from the bylaws in the document to be eligible for grant consideration. Suzanne Nintean will work on re-formatting and present to the Board at the September 26, 2023 Board meeting. No updated content will be presented at that time.
- 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:

- Status of Endowment (Winifred Jackson):
  - To establish the endowment and therefore earn interest income, the funds need to be invested in the Edward Jones fund with other town bequests/funds and the purpose of the resulting funds clearly defined. Maggie Gaier to draft proposal that would include a stipend and materials needed to maintain the landscaping or paying a landscape/lawn maintenance company a set amount per month, depending on the amount of interest income is realized each year.
  - An article will be included in the monthly Library Newsletter to acknowledge this bequest/endowment.

#### New Business:

- Elevator Incident:
  - Children frequently use the elevator as a ride/competition which can cause elevator issues. Recently, there was a child who thought they were stuck in the elevator but in fact had not pushed any buttons.
  - Lindsay will create and post signage requesting that children be accompanied by an adult in the elevator.
  - Cathe McCall to request funds from the Building Committee to pay for the signage.
- Technology Services:

- Quote from Novus to evaluate, set up, and maintain technology services reviewed.
- Additional quotes to be obtained.
- Lindsay Delligan to investigate what other local libraries do for their technology services.

Adjournment: The meeting was adjourned at 8:12 pm by the Chair, Cathe McCall.

Next meeting scheduled for Tuesday, September 26, 2023.

Respectfully submitted,  
Suzanne Nintean  
Secretary