

Jonathan Trumbull Library
September 26, 2023
Regular Meeting
Library Board of Trustees
Community Multipurpose Room

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

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

Public Comment:

Minutes:

- Motion (Eileen Weinstein/Guthrie Dinda) to approve the minutes of the August 22, 2023 regular meeting. Motion carried with none opposed, one abstention.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.
 - **Adult Programs:** As the school year kicks off, the library has calmed a bit from our summer frenzy. Programming remains steady, with weekly programs for Yoga, Tai Chi, Zoom Cartooning, Dungeons and Dragons and Warhammer. New additions to our September program lineup include Chess, Magic the Gathering, and Doodle Club. Maggie also kicked off her Homeschool Fridays and is busy making weekly plans for each gathering.

Special programs this month included a talk with 3 Foragers on the edible wild plants and fungi found native in Connecticut. We had 27 attendees of all ages, and some audience members brought samples from their hiking adventures to share.

First Tuesday Films: Book Club – The Next Chapter: 4 attendees; Yoga with Tina: 87 attendees; Tai Chi with Joe: 37 attendees; Cartooning with Bill: 12 attendees; 3 Foragers: 27 attendees; Book Discussion Group: 15 attendees

Will be holding a talk on Oktoberfest on October 10 and will be working with Last Green Valley to host a stargazing event and talk on light pollution on October 28. The Library and Historical Society are collaborating on a long-term project to plan events for America 250 celebrations and will hold a community planning meeting on October 5.
 - **Correspondence:** No correspondence.
 - **Friends of the Library:** Allison Peterson is working on getting the Friends set up with a Stripe account so that the Friends can accept online credit card payments. Friends have decided to contribute matching funds up to \$300 for donations made to the library in memory of Julie Culp.
 - **Meetings:** Attended an Adult Programming Roundtable at Farmington Library to discuss program ideas. Got a lead on local author Nathaniel Philbrick. The Historical Society is interested in collaborating on an author talk. Met with Ellen Paul, CEO of Connecticut

Library Consortium, to discuss how CLC can help provide library discounts and contracts. Met with Peter Lanese, Tech Services from Bibliomation, who performed a survey of the library's computer and network needs. Shared his recommendations with the Board. Attended the Eastern CT Library Directors roundtable and viewed the new Coventry Booth and Dimock Library renovation. Much of the discussion centered on the policy submission requirements for the State Library.

- **Grants:** Will be submitting an application to the State Library, due November 2023, for \$1200 in funding
 - **Programs and Publicity:** Working on many exciting Fall programs, including collaborations with the Deputy Fire Marshall, Lebanon Historical Society, and Last Green Valley.
 - **Facilities:** Met with Dean to discuss ongoing maintenance and service needs of the library. He has signed an elevator service contract with Align Elevator, who came and serviced the elevator. Followed up with FAS fire security about an unsigned contract from August 2022. Confirmed that the contract was signed and approved by the BOS.
 - **Building Committee:** Contacted Harry Gruss to move forward with furniture selection. Making fabric choices now and will submit quotes to Jim Russo hopefully within a week.
 - **Circulation:** August 2023 = 5888 increase from July 2023 = 5561
 - **Computers:** Ricoh printers remain VERY slow. Ricoh service tech blamed old drivers. Lindsay updated the drivers on several staff computers, but no change.
 - **Bylaws:** Met with Bylaws Committee to discuss minor changes to our Bylaws and policy organization. Made recommendation to add Lebanon town resident restrictions to the library's Request for Reconsideration form.
- **Youth Services Librarian Report:** Maggie Gaier reported.
 - Staff meeting facilitated by Lindsay was a big success; we discussed privacy policies and state law.
 - Attending Children's Roundtable with a dozen other children's librarians to network and discuss various topics.
 - Fall programming continues in full swing with regular attendees to Read, Rock & Rhyme, Homeschool Friday, Sketch Club, Doodle Club, DND Campaigns, Chess
 - Continuing education with Fred Rogers Institute.
 - Veteran's Day Holiday: Veteran's Day is on Saturday November 11, 2023. Town Hall is closed Friday for the observed holiday per union contract. Therefore, the Library will be closed Friday, November 10, 2023 for the observed holiday. Lindsay to clarify who determines when the Library should be closed for holidays and how that impacts the union members. 2024 Library closings to be reviewed by the Board after that determination is made.
 - Programming for later hours: there is a Flower Workshop scheduled for later in the day to accommodate requests from patrons. There are several additional programs planned that are for older children and start at 5 pm or later or are held on Saturday, including Taylor Swift Night and Stargazing.

Sub-committees/Special Committees:

- Budget (Goba, Dinda, Nowosad, Hadyka): no report
- Personnel (Knudsen, Dinda, Weinstein, Kersey, Hadyka): no report

Bylaws (Open, Ninteau, Knudsen, Weinstein):

- Review of current work: Revisions to bylaws to incorporate format changes recommended by the Connecticut State Library reviewed. Additional revisions included change of logo; updated Table of Contents; job descriptions and Director evaluation form eliminated; Board of Trustees meeting dates for 2023 updated; in “Request for Reconsideration of Material Policy” the word “patron” was replaced by “resident of the Town of Lebanon”.
 - Lindsay to submit revised bylaws to Connecticut State Library for review to determine if they now meet recommendations to be eligible for \$1200 grant consideration.
 - Motion (Berkley Nowosad/Janice Knudsen) to approve the bylaws revision dated 9/25/23 with revisions as presented. Motion carried with none opposed.
- Building Committee (Nowosad, McCall): no report

On-going Reporting

- Friends of the Library: See Director’s report.

Unfinished Business:

- Endowment Funds: Maggie presented draft proposal regarding establishing a Garden Steward/Fellow program to manage and maintain the landscaping using the interest derived from the Winifred Jackson Endowment. Details included scope of responsibilities for the position, reporting structure for the position, and stipulations regarding funds for stipend and materials purchases. Maggie to contact UCONN extension to review their structure for similar position.
 - Motion (Eilleen Weinstein/Guthrie Dinda) to instruct Town of Lebanon to invest funds from Endowment in Town’s current investment fund (Edward Jones). Motion carried with none opposed.
 - Lindsay to follow up with Hayley regarding further needs to move forward with investment.
- Elevator Signage: Tabled.
- Technology Services: See Director’s Report. Lindsay also reports, based on Bibliomation service tech evaluation that the file service needs to be updated and computers themselves are old. Lindsay to call local service vendors for evaluation/quote and to follow up with Town Hall re TIP funds for new computers.

New Business:

- Tent: Per Town, tent cannot be used or maintained in it’s current condition. There is a neighboring library who may be interested in purchasing the tent pending approval by their Board. Lindsay to facilitate sale of tent through Friends if necessary.

Adjournment: Motion (Berkley Nowosad/Eilleen Weinstein) to adjourn the meeting at 8:22 pm.
Motion carried with none opposed.

Next meeting scheduled for Tuesday, October 24, 2023.

Respectfully submitted,
Suzanne Nintean
Secretary