

Jonathan Trumbull Library
October 24, 2023
Regular Meeting
Library Board of Trustees
Community Multipurpose Room

Revised Meeting Minutes

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

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

Public Comment:

Minutes:

- Motion (Janice Knudsen/Eileen Weinstein) to approve the minutes of the September 26, 2023 regular meeting. Motion carried with none opposed.

Librarian Reports:

- Director's Report: Lindsay Delligan reported.
- **Adult Programs:** Programming continues to run strong for the library. According to the Annual Report statistics compiled for 2022-2023, last fiscal year we had a total of 25,924 program attendees, which is our highest in 4 years. Attendance: First Tuesday Films: Air: 4; Yoga with Tina: 89; Tai Chi with Joe: 63; Cartooning with Bill: 12; History of Oktoberfest: 6; Book Discussion Group: 14
- **Highlights:** Hosted the Deputy Fire Marshall for a talk on fire safety the first week of October. Had 40 participants. Hosted an America 250 planning session to kickoff efforts for America 250 programs with the Historical Society. Members of the DAR and American Legion also attended and expressed interest in collaborating. Led this month's book discussion group, featuring "The Maid" by Nita Prose. The feedback was positive – people enjoyed the book and are looking forward to the next one in the series, due out in November. Program attendance for FY 2023 totaled 12,053 vs. FY 2022 at 6,112.
- **Correspondence:** Received an email from Dawn LaValle confirming that we have been approved for State Library grant funds under SB2 for \$1200. Received an email from Ellen Paul that we have been selected to participate in the 2nd Round cohort of the CLC's Strategic Planning initiative, with 4 other libraries.
- **Friends of the Library:** The next Friends meeting is November 8, 2023.
- **Meetings:** Attended an Adult Programming Roundtable at Simsbury Library to discuss program ideas.
- **Grants:** Received confirmation from Dawn LaValle that our Collection Development policy and Request for Reconsideration have been accepted under the terms of SB2, so we should be receiving \$1200 in grant funding from the State Library. No timeline on receipt of the funds yet.
- **Programs and Publicity:** Passed along information to the First Selectman for a possible town brochure, which would include the Library, Town Hall, Parks and Rec and the Historical Society.

- **Facilities:** The smoke detector in the staff kitchen has been replaced with a heat detector.
 - **Personnel:**
 - **Volunteers:** Our volunteers continue to be a big help. Natalie and Allison help lead our weekly Sketch and Doodle Clubs, which have expanded to about 20 people per week. Olly volunteers several days a week and helps with shelving and setting up for programs.
 - **Building Committee:** Working with Harry Gruss to finalize furniture selections for the Mary Trumbull Adams Room. Have made selections for two chairs and a loveseat, and am working on tables now.
 - **Landscaping:** Met with Jim Russo, the landscape architect and Greenspaces Landscaping for an update on the Exeter Road plans. They continue to move along.
 - **Circulation:** September 2023 circulation down (4776) vs. August 2023 (5888), possibly due to return to school. FY 2023 Circulation totaled 60,252 vs. FY 2022 at 46,511.
 - **Computers:** Found 4 computers stored in a library closet and am working on swapping out older, Windows XP computers for the newer CPUs.
 - **Bylaws:** Met with Bylaws Committee to discuss changes to update and strengthen existing library policies.
 - **Event Highlights:**
 - **Continuing Education:** Association for Connecticut Library Boards will be hosting a “Library Board Basics” on Zoom on November 29 at 7pm.
 - **Next month:** Will be focusing on drafting up and submitting the library’s annual grant request to the Hugh Trumbull Adams Fund. The Trustees from Deutsche Bank will be visiting the library for a tour on November 3. With approval, will be launching a Strategic Planning initiative with 5 other CT libraries, guided by CLC and Maureen Sullivan. The first meeting is November 16.
-
- Youth Services Librarian Report: Lindsay Delligan reported.
 - Weekly program offerings from birth to teen brought in 397 people (10/2-10/18)
 - Youth Services Librarian attended the Community Services Committee meeting and School Readiness Council meeting this month.
 - Some wonderful feedback as seen on Facebook in the Lebanon CT News group, when a group member commented they’d just moved to town, a regular patron of ours wrote:
The library has a ton of programs for all age groups, and has an awesome selection for physical books, audio, movies, board games, etc etc!!! I've known most of the staff my entire life, they're all wonderful!!!
 - Homeschool Friday had a field trip to Blue Iris Farm with 55 participants. Farmer Jamie Collins and her family rescue animals and we took a goat walk in their meadow; one patron remarked that it was as if we had requested the “Heidi package” on a travel website. We will plan another community event with them for the spring, likely incorporating some service hours for our homeschoolers who adore the animals.
 - Our monthly playgroup continues to grow with Miss Shaleen; we’ve shifted the name to fit with her other occupational and play-based programs, Occ-u-Playgroup meets the second Saturday of each month and incorporates fine motor, gross motor, sensory play activities for kids of all abilities.
 - We’re excited about Halloween on the Green, Sketch Club and Doodle Club patrons plan to come in costume and make some thematic artwork before they hop into the celebration at 5pm
 - Next month: Pajama Story Time Thurs. 11/9 6:30pm; Happy Marcel Day! (Shellabrating 2 years of adoption in our JTL family) Tues. 11/21 5pm

Sub-committees/Special Committees:

- Budget (Goba, Dinda, Nowosad, Hadyka):
 - FY 2024 budget reviewed (July 1, 2023 – October 2023). Current budget is on track with 25% of funds spent. Identified outlier is Misc Services with \$7,537.41 spent of \$9,981.00 due to Bibliomation annual payment of \$6,600 paid in current reporting period. Budget worksheet to be revised to include percentage of budget spent to date and to eliminate FY 2024 Budget Request.
- Personnel (Knudsen, Dinda, Weinstein, Kersey, Hadyka): no report
- Bylaws (Open, Nintean, Knudsen, Weinstein):
 - Review of current work:
 - Jonathan Trumbull Library Computer and Internet Use Policy reviewed. There is flexibility in the language in the policy regarding filtering software if it is deemed appropriate at a later date to add filtering to the Library computers. Fee for printing black and white pages to be revised to \$0.20 per page.
 - Jonathan Trumbull Library Community Room Use Policy and Agreement reviewed.
 - Revised policies to be presented for approval with complete Bylaws when all identified policies have been revised.
 - Outcome of CT State Library submission or changes: See Director's report.
- Building Committee (Nowosad, McCall): There are building committee funds available for the purchase of the memorial plaque for the Winifred Jackson Bequest.

On-going Reporting

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

Unfinished Business:

- Strategic Planning with CLC: Connecticut Library Consortium Strategic Planning Consulting Contract reviewed. There is a \$5,000 one time cost for joining the cohort beginning on November 16, 2023. Positive reviews from other participating libraries.
 - Motion (Berkley Nowosad/Bill Goba) to sign contract and participate in CLC Strategic Consulting Contract, appropriating \$5,000 from fund balance. Motion carried with none opposed.
- Endowment Funds: Funds have been added to the Town's Edward Jones investment portfolio. We will see how much interest is earned in a 12 month period and finalize plans for use based on those results.
- Holiday Schedule: Currently, when Library will be closed is for holidays is determined by the union contract. If changes are to be made, a Memorandum of Understanding would have to be presented to take into account when the Holiday falls on a Saturday.

- Technology Services: See Director's Report. Service report by Bibliotech (service vendor) reviewed. Lindsay to follow up with Town Hall re TIP funds for new computers.

New Business:

- Formation of Nominating Committee: Suzanne Nintean and Guthrie Dinda volunteered to be members of the Nominating Committee.
- Many heartfelt thanks to Cathe McCall, Berkley Nowosad and Eileen Weinstein for their years of dedicated service to the Library Board of Trustees.
- Adjournment: Motion (Guthrie Dinda/Janice Knudsen to adjourn the meeting at 8:05 pm. Motion carried with none opposed.

Next meeting scheduled for Tuesday, November 28, 2023.

Respectfully submitted,
Suzanne Nintean
Secretary