

November 28, 2023
Regular Meeting
Library Board of Trustees
Community Multipurpose Room

Revised Meeting Minutes

Present: Michelle Kersey; Christine Hadyka, Eilleen Weinstein; Suzanne Nintean, Janice Knudsen, Lindsay Delligan, Maggier Gaier

The meeting was called to order at 7:03 pm by the Co-Chair, Michelle Kersey

Public Comment:

Election of Officers:

- Nominating Committee Report: Met 11/28/23, Suzanne Nintean, had received positive response from two candidates: Eilleen Weinstein for Chairperson and Suzanne Nintean, Secretary
- Nominations from the Floor
Chairperson: motion (Suzanne Nintean/Michelle Kersey) to nominate Eilleen Weinstein for Chairperson.
Co-Chairperson: motion (Eilleen Weinstein/Christine Hadyka) to nominate Michelle Kersey for Co-Chairperson.
Secretary: motion (Michelle Kersey/Eilleen Weinstein) to nominate Suzanne Nintean for Secretary.
All in favor of slate as presented.
- Election of Chairperson, Co-Chairperson and Secretary – as above.
- Creation of Subcommittees:
Eilleen Weinstein to contact new members and returning board members who were not present regarding their interest in sub-committee assignments.
 1. Budget: Christine Hadyka
 2. Personnel: Janice Knudsen, Michelle Kersey, Christine Hadyka
 3. Bylaws: Janice Knudsen, Suzanne Nintean, Michelle Kersey

Minutes:

- Motion (Janice Knudsen/Michelle Kersey) to approve the minutes of the October 24, 2023 regular meeting with two corrections. Motion carried with none opposed and 2 abstentions.

Librarian Reports: (to be added)

- Director's Report: Lindsay Delligan reported.
Adult Programs:
Highlights:

- Estimate we had between 1200-1500 people visit the library on Halloween, many new faces and many who had not been in to see the new building. It was a huge success and we did not run out of candy! We are already making plans for next year.
- Hosted a lovely talk with Master Wildlife Conservationist Ginny Apple on Connecticut's Bobcats, which was a topic of concern in Lebanon Facebook groups. 27 people attended and we received great feedback. We plan to have Ginny back next year for another talk.
- Our weekly programs including Yoga, Chair Yoga, and Tai Chi remain well attended. We are averaging about 8 people for chair yoga, so will now offer this twice a month due to popularity.

Correspondence:

- Thank you card received from Linda Wallace.
- Received newsletters for ACLB and Lebanon Historical Society.
- Received email from Hayley Wagner, Finance Director, regarding upcoming budget planning and deadlines.

Friends of the Library:

- Friends had a very successful November meeting. Allison Peterson was elected President, Missy Hayes is Vice President, Amanda Shanks is Treasurer and Melinda Beever is Secretary. We are working on transitioning things to the new officers and making plans for next year.
- The Friends and the Book Discussion Group will have their annual joint holiday meeting in December.

Meetings:

- Attended a meeting at Town Hall to get updates on the planned asbestos abatement process. The Town may need to utilize the library Community Room for town meetings in January and February 2024 during the abatement process.
- Met with Director of Westport Library to partner with them to take advantage of their technology capabilities to develop virtual programs for other Connecticut libraries to access.
- Met with Ellen Paul and Maureen Sullivan for the first Strategic Planning session in Middletown on November 28. We are still in the very early stages, but Ellen and Maureen went over the general outline of the planned process and we were able to meet the other 6 libraries that will be participating.

Grants:

Programs and Publicity:

Facilities:

- No major building issues to report – new mini split units are working well now that we have transitioned over to heat. Dean adjusted the timing on the parking lot lights due to neighbor complaints.

Personnel:

- Hired Ollie Rodgers as a part-time sub for the library. Ollie has been volunteering at the library since July 2023.

Volunteers:

Building Committee:

- Furniture selections were finalized and approved by Jim Russo. The order has been submitted. We will be receiving two chairs, one loveseat, and a matching coffee table.

Landscaping:

- Greenscapes completed the planned library landscaping around the exterior of the building. A new brick path was installed, along with new plantings, a dogwood tree, several decorative boulders, and new mulching. Feedback has been very positive.

Circulation: October 2023 = 4577

Computers:

- New hard drive for alternate server finally came in. Was planning to contact Peter Lanese at Bibliomation to schedule a few hours of tech help to migrate staff files and backups to the new server.

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:

Have two fun programs lined up with Dr. Nicole Klughers, naturopathic physician on January 9 and Nora Toomey, clinical herbalist on January 30. Working on plans for February and March, but also trying to consider meeting needs of Town Hall and Strategic Planning for early 2024.

- Youth Services Librarian Report: Maggie Gaier reported.
 - Welcome and greetings to new and returning board members.
 - Annual report from Library Director indicates our program attendance has increased by 1000 participants.
 - Weeding of materials and collection development in progress.
 - Illness through our staff caused us to postpone some programs this month.
 - New Friends of the Library elections held.
 - Marcel's second annual adoption day party held and Priscilla added her to the mural.

Sub-committees/Special Committees: (to be added)

- Budget: Budget is due January 19, 2024. Sub-committee meeting is scheduled for December 14, 2023 at 6:00 pm at the Library
- Personnel- no report
- Bylaws – Teen Room Policy, Exhibit and Display Policy and Application, Collection Development Policy reviewed. All new/revised policies to be included in package to be present to the Board in January 2024 for vote.

On-going Reporting

- Friends of the Library: See Director's Report. Holiday gathering will be December 12, 2023.

Unfinished Business:

- Landscaping and Maintenance Plan: See Director's Reprot
- Holiday Schedule (Library closings):
 - Based on the schedule observed by Town Hall/Union Contact
 - Monday, January 1 - New Years
 - Monday, January 15 - Martin Luther King, Jr Day
 - Monday, February 19 - President's Day
 - Friday, March 29 - Good Friday
 - Monday, May 27 - Memorial Day
 - Wednesday, June 19 - Juneteenth (?)
 - Thursday, July 4 - Independence Day
 - Monday, September 2 - Labor Day
 - Monday, October 14 - Indigenous Peoples/Columbus Day
 - Monday, November 11 - Veterans Day
 - Thursday, November 28 - Thanksgiving
 - Friday, November 29 - Day after Thanksgiving
 - Wednesday, December 25 - Christmas
 - Tuesday, December 31 - New Year's Eve (holiday not included in the Union contract)
- Technology Services: See Director's report.

New Business:

- 2024 Trustee Meeting Schedule: Meetings will be held the 3rd Wednesday of the month at 7:00 pm
 - January 17, 2024
 - February 21, 2024
 - March 20, 2024
 - April 17, 2024
 - May 15, 2024
 - June 19, 2024
 - July 17, 2024
 - August 21, 2024
 - September 18, 2024
 - October 16, 2024
 - November 20, 2024
 - NO December 2024 meeting

Motion (Suzanne Nintean/Michelle Kersey) to have Trustee's meetings for 2024 be on the 3rd Wednesday at 7 pm with the December 2024 meeting cancelled. All in favor with none opposed.

Motion (Michelle Kersey/Janice Knudsen) to cancel the 12/26/23 meeting. All in favor with none opposed.

Adjournment: Motion (Michelle Kersey/Eileen Weinstein) to adjourn the meeting at 8:23 pm. Motion carried with none opposed.

Next meeting scheduled for Wednesday, January 17, 2024.

Respectfully submitted,
Suzanne Nintean
Secretary