



## *Jonathan Trumbull Library*

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Jonathan Trumbull Library  
December 5<sup>th</sup>, 2019  
Special Meeting – Board of Trustees  
Lebanon Town Hall

Present: Cathe McCall, Maureen McCall, Janice Knudsen, Eilleen Weinsteiniger, Colleen Meese, Michelle Kersey and Library Director Matt Earls

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

As this was the first meeting after the town election, Cathe asked everyone to introduce themselves and share a little personal information.

Minutes to the October 17<sup>th</sup> regular meeting – Motion (Michelle Kersey/Eilleen Weinsteiniger) to accept the minutes as presented. Matt Earls noted that Fran McGrath was hired and not only to compensate while Linda Slate was ill. Michelle noted that the date on the minutes was incorrect as well. The motion passed with correction with three abstentions.

Election of Officers – The Nominating Committee gave its report. The committee recommended that Cathe McCall continue as Chair, that Eilleen Weinsteiniger take the position of Vice-Chair and that Maureen McCall continue as Secretary. The Chair asked for other nominations. As there were none, the slate of officers was voted on and elected unanimously.

Committees - The committees were filled as follows:

Bylaws – Colleen Meese, Janice Knudsen, Eilleen Weinsteiniger, Maureen McCall

Budget – Berkeley Nowosad, Michelle Kersey, William Goba

Personnel – Michelle Kersey, Eilleen Weinsteiniger, Colleen Meese

Correspondence – None.

Director's Report – Matt reported.

- State report completed.
- Hugh Trumbull Adams Grant – Matt requested money for programs and received two checks for \$500,000 each toward the building project.
- Events Highlights – Fran McGrath has been working out wonderfully and Matt has had to remind her not to work more than 38 hours in a two-week stretch. Magic and Chess continue to go well and the crafts are popular. Monday story times attendance is up which is great.
- Meetings – Matt attended the Eastern Connecticut Chamber of Commerce Breakfast and also the CLA meeting in Middletown.
- Facilities – there were squirrels in the attic when the weather got colder and Tom is dealing with that.
- Circulation – is usually down at this time of year but October looked really good. Matt ran numbers of programs and attendees for the last 10+ years and noted that in 2018 we held 77 programs with 904 attendees while in 2019, we have had 98 programs with 1,499 attendees. Looking back at some high numbers of attendees between 2010 and 2012, it was determined that the art show reception used to draw about 150 attendees and that event is down to about 75.
- Program Highlights – Reviewing the calendar of events for December, it was noted that each day we are open, there are multiple events. If the weather is good, the Monday 2:00 STEAM is not well attended but if the weather is bad, between 20 and 25 home-schoolers are in attendance. Matt Bessette has about 10 attendees for Dungeons and Dragons and he (Matt Earls) has 4 for Magic or Chess and at the same time, Fran is doing something with their siblings.
- Linda Slate’s retirement – discussion on having a reception for Linda. January 22<sup>nd</sup> was selected as a possible date. Plans are being formulated.
- Personnel – Since Linda Slate is retiring at the end of this month due to illness, Matt has advertised for a replacement. He has had six applicants so far and hopes to have several more by the December 15<sup>th</sup> cut-off date. He will be asking Margaret Kahn of Coventry Library to assist with the interviews.
- Upcoming events:
  - *Hot Chicks with Sticks* – Mondays, December 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup>
  - First Tuesday Film – “*Yesterday*” – Tuesday, December 3<sup>rd</sup>
  - Job Search Work Group – Tuesdays, December 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>
  - Christmas Karaoke – Tuesday, December 3<sup>rd</sup>
  - Appalachian Trail Talk – Thursday, December 5<sup>th</sup>
  - Yoga and Meditation – Mondays, December 9<sup>th</sup> and 23<sup>rd</sup>
  - Game Night – Clue – Monday, December 9<sup>th</sup>
  - Film Series with Joy – “*Brooklyn*” – Tuesday, December 10<sup>th</sup>
  - Friends of Jonathan Trumbull Library – Holiday Party, December 10<sup>th</sup>
  - Korean Lotus Lantern Event – Saturday, December 14<sup>th</sup>
  
  - Book Discussion Group and Author Visit – *How the Lights Get In* by Louise Penny – Tuesday, December 17<sup>th</sup>
  - Device Night – Thursday, December 26<sup>th</sup>

Young People’s Director’s Report – Matt distributed the list of programs for the upcoming month, some of which overlap those above. It includes the usual: *Time*

*for Stories* on Mondays, *Homeschoolers program* on Mondays, *Dungeons and Dragons* on Tuesdays and Saturdays, *Read, Rock & Rhyme* on Wednesdays, *Lego Building* on 1<sup>st</sup> Wednesday and *Chess Club* on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays. Additionally, scheduled are *Tuesdays at the Library for Kids* on December 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>, *Craft Time for Ages 5 and up* on Wednesdays, December 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup>, *Tween Time* on Thursdays, December 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>, *JT@L-Just Teens@the Library* Thursdays, December 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>, *Bring Your Own Beyblades* on Saturday December 7<sup>th</sup>, *Magic the Gathering Club* on Tuesdays, December 10<sup>th</sup> and 31<sup>st</sup>, *JTL Nutmeg Book Club* December 18<sup>th</sup>, *Tween and Teen Holiday Party* Thursday, December 19<sup>th</sup>, *Polar Express Movie & Craft* Saturday, December 21<sup>st</sup>, *Dreidel Craft* Monday, December 23<sup>rd</sup>, *Pokemon Club* Saturday, December 28<sup>th</sup> and *New Year's Eve Celebration* Saturday, December 28<sup>th</sup>.

Budget – will be due in January to the town. Matt will be meeting with someone from the Finance office next Tuesday. The budget subcommittee scheduled a tentative meeting for Tuesday January 7<sup>th</sup> at 6:00 to work on the budget.

Personnel – One of the library staff became upset during her performance evaluation. She brought her concerns to the Selectman and the Library Board Chair and was asked to submit a letter outlining the incident. Cathe and Matt later met with her to attempt to resolve the issues. At that time, she asked that her letter be shared with the entire board, which was done.

Bylaws – Matt was asked to review the various job descriptions. When he finishes, the bylaws committee will review them and the rest of the manual for updates. Cathe brought up that we have no employee handbook and there was some discussion on that. Further discussion between Matt, Cathe and Kevin Cwikla will be held and Cathe will report back.

Building Committee – Matt said that they met yesterday with Jay Willerup and we have new designs which he shared. The construction/mechanical drawings will come next.

Unfinished Business – Eilleen reported on the clock repair. Her husband, Karl, said that he will have to get a special tool to finish the repair.

Motion (Michelle Kersey/Eilleen Weinstein) to cancel the December 19<sup>th</sup> meeting. The motion passed unanimously.

New Business – None

Hearing no other business, motion made (Maureen McCall/Eilleen Weinstein) to adjourn at 8:15. The motion passed unanimously.

Respectfully submitted,  
*Maureen D. McCall*, Secretary