

Library Board of Trustees - Bylaws subcommittee meeting
 May 7, 2020
 Zoom Meeting

Present: Cathe McCall, Colleen Meese, Eilleen Weinsteiger, Janice Knudsen, Maureen McCall and Director Matt Earls

The meeting was called to order at 3:31 by the chair, Cathe McCall. Discussion ensued.

Current Language	Proposed Change	Reason
<p>Article II – Objectives</p> <p>Our goal is to provide materials, information and services for the enrichment, enjoyment and educational needs of the residents of Lebanon.</p>	<p>Article II – Objectives</p> <p>Our goal is to provide books and other materials for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as well as provide a space for the community to come together</p>	<p><i>Matt believes we should include a sentence about the community as well.</i></p>
<p>ARTICLE III – BOARD OF TRUSTEES</p> <p>Any resignation of a member of the Board should be submitted, in writing, to the Chairman of the Board of Trustees with a copy to the Town Clerk. The Chairman of the Board of Trustees will notify the First Selectman, in writing, that a vacancy exists.</p>	<p>ARTICLE III – BOARD OF TRUSTEES</p> <p>Any resignation of a member of the Board should be submitted, in writing, to the Chairman of the Board of Trustees with a copy to the Town Clerk.</p>	<p>No need for the chair to notify the First Selectman. That is the job of the Town Clerk.</p>
<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>4. Warns all meetings with the Selectman’s office and the Town Clerk</p>	<p><i>Section I – Duties of Officers</i></p> <p>Chairman</p> <p>4. Warns all meetings with the Town Clerk</p>	<p><i>To coincide with the above</i></p>
<p><i>Section I – Duties of Officers</i></p> <p>Sub/Standing Committees</p> <p>5. The chairman of a committee votes on all questions</p>	<p><i>Section I – Duties of Officers</i></p> <p>Sub/Standing Committees</p> <p>5. The chairman of a committee may vote on all questions</p>	<p><i>Not a necessity for the chair to vote.</i></p>

<p>Library Mission Statement</p> <p><i>The mission of the Jonathan Trumbull Library is to provide materials, information, and services for the enrichment, enjoyment, and educational needs of the residents of Lebanon.</i></p>	<p>Library Mission Statement</p> <p><i>The mission of the Jonathan Trumbull Library is to provide materials, information, and services for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as provide a space for the community to come together.</i></p>	<p><i>To match the change in Article II above.</i></p>
<p>Weeding and Withdrawal of Material – To maintain a collection that is current and in good physical condition, it is necessary to weed the collection at regular intervals. This will be carried out by the librarians and staff of the respective library sections under the direction of that section’s librarian. The CREW method will be employed in conjunction with standard reference sources such as the Public Library Catalog, the Children’s Catalog, and the Fiction Catalog in the weeding process.</p>	<p>Weeding and Withdrawal of Material – To maintain a collection that is current and in good physical condition, it is necessary to weed the collection at regular intervals. This will be carried out by the librarians and staff of the respective library sections under the direction of that section’s librarian. The CREW (Continuous Review, Evaluation and Weeding) method will be employed in conjunction with standard reference sources such as the Public Library Catalog, the Children’s Catalog, and the Fiction Catalog in the weeding process.</p>	<p><i>To clarify what CREW stands for.</i></p>
<p>Library Use Policy</p> <p>10. Patrons must respect the rights of other patrons. Disruptive behavior shall be considered any behavior that prevents the legitimate use of the library or its resources by staff or patrons.</p>	<p>Library Use Policy</p> <p>10. Patrons must respect the rights of other patrons. Patrons have the right to a safe and healthy environment. Disruptive behavior shall be considered any behavior that prevents the legitimate use of the library or its resources by staff or patrons.</p>	<p><i>In response to sickness in the Library.</i></p>

<p>LIBRARY DIRECTOR</p> <p><i>Fiscal Management</i></p>	<p>LIBRARY DIRECTOR</p> <p><i>Fiscal Management</i></p> <p>11. Reports the current status of the library budget at the regular trustee meetings in January, April, July, and October.</p>	<p><i>Addition to the other 10 items.</i></p>
<p><i>Personnel Management</i></p> <p>4. Provides an atmosphere which encourages openness, trust, cooperation and productivity.</p>	<p><i>Personnel Management</i></p> <p>4. Provides an atmosphere which encourages teamwork, openness, trust, cooperation and productivity.</p>	<p><i>Matt stresses teamwork.</i></p>
<p><i>Public Relations</i></p> <p>3. Address community groups (i.e. business, students, elderly, parents, etc.) to inform them of related library resources and services.</p>	<p><i>Public Relations</i></p> <p>3. Addresses community groups (i.e. business, students, elderly, parents, etc.) to inform them of related library resources and services.</p>	<p><i>Keep the verbs in the same tense.</i></p>
<p><i>Miscellaneous</i></p> <p>4. Change oriented (i.e., recognizes when change is needed, initiates and plans change, implements and adapts change as appropriate).</p>	<p><i>Miscellaneous</i></p> <p>4. Is change oriented (i.e., recognizes when change is needed, initiates and plans change, implements and adapts change as appropriate).</p>	<p><i>Keep the verbs in the same tense.</i></p>

<p>SENIOR LIBRARY AIDE Reports to: Library Director</p> <p>Essential Duties and Responsibilities</p> <p>10. Records and maintains circulation records, Connecticard reports, and other statistical reports as assigned.</p> <p>11. Manages overdue procedures, including billing.</p>	<p>SENIOR LIBRARY AIDE Reports to: Library Director</p> <p>Essential Duties and Responsibilities</p> <p>10. Records and maintains circulation records, Connecticard reports, and other statistical reports as assigned.</p> <p>11. Designs posters, flyers, signs and related advertising. Market programs via communication with patrons, schools, newspapers, social media, town website and others.</p> <p>12. Runs programs as needed.</p> <p>13. Other duties as assigned.</p>	<p><i>Updating the senior library aide position to include new duties. Prior Number 11 moves to Senior Library Aide 2</i></p>
<p>SENIOR LIBRARY AIDE #2 - Cataloger Reports to: Library Director</p> <p>Essential Duties and Responsibilities</p> <p>9. Catalogs new library materials.</p> <p>10. Records and maintains circulation records, Connecticard reports, and other statistical reports as assigned.</p> <p>11. Manages overdue procedures, including billing.</p>	<p>SENIOR LIBRARY AIDE #2 - Cataloger Reports to: Library Director</p> <p>Essential Duties and Responsibilities</p> <p>9. Catalogs new library materials.</p> <p>10. Manages overdue procedures, including billing.</p>	<p><i>New position</i></p> <p><i>Removed 'Records and maintains circulation records, etc.)</i></p>
<p>Diane McCall (R) 127 McCall Rd. Lebanon, CT 06249 860-642-7150 diane.mccall44@yahoo.com Term expires November, 2021</p>	<p>Heidi Worthington 520 Trumbull Highway Lebanon, CT 06249 860-642-6563 hjwathome@netscape.net Term expires November, 2021</p>	<p><i>Heidi appointed to replace Diane</i></p>

In addition and not listed are such things as aligning numerical listings, removing superfluous spacings, etc. that will be done and show up in the final document.

Motion by Maureen McCall and seconded by Eilleen Weinstein to adjourn at 4:54. The motion passed with none opposed.

Respectfully submitted,
Maureen D. McCall, Secretary