

**TRUMBULL LIBRARY BOARD OF DIRECTORS
MINUTES**

January 11, 2006

Trumbull Library

Members Present: Arthur Kukla, Chairman, Patricia A. Zablocky, Vice Chairman, Steven Castro, James Cebulski, John Hax, Carole Lalor, John J. Lauria, Tara Liskov, Antonio Petitti

Members Absent: None

Also Present: Karen B. Ronald, Library Director, Louis G. Sheehy, Assistant Director, Barry Diamond, President, Trumbull Library Foundation, Joanne Orenstein, Clerk

Guests in Attendance: Elizabeth Mainiero, Cupolo Consulting

Public Comments:

Trumbull Library Foundation President Mr. Barry Diamond announced “Golf for Gulf”; a fundraiser for Hurricane Katrina victims will be run on February 12 at the Library. They are looking for sponsors.

Correspondence:

Mr. Kukla read the formal resignation letter of former Chairman H. Richard Brew.

The meeting was called to order at 7:15pm by Mr. Kukla.

Mr. Kukla introduced new Board member James Cebulski; the Board introduced themselves.

Approval of Minutes: 12/14/05;

A motion of approval was made by Ms. Zablocky for the Minutes of December 14, 2005 as presented. Mr. Lauria seconded. Vote: Motion passed unanimously.

Presentation of Guest, Elizabeth Mainiero, Space Planning for Library:

Ms. Mainiero spoke about the First Phase of the project, which involves listening to what the Public wants. Ms. Mainiero needs the Board to:

1. Make visits to libraries, at least 2. A list of suggestions was distributed in the fall. Working in groups, Board Members are asked to look at Circulation Area, Meeting Rooms, Signage, Reference Area and New Books and Old Fiction and non-Fiction. Note spaces they really like and the things they don't like, get insight into what is welcoming and friendly. Look at bathrooms, see if they are convenient; look at the furniture, is it comfortable?

2. Get public (library goers and non-goers) to 4 focus group meetings – at least 4 people per Board member. The dates are tentatively set as:
 - Tuesday February 7 at 2pm
 - Thursday February 14 at 7:30pm
 - Saturday March 18 at 11am
 - Tuesday April 4 at 10amAll meetings are about 90 minutes.
Two different Board members need to attend each meeting.

Director's Report:

Story Time begins this month, the second Russian play, for very young children, is this weekend. It is in Russian. Cultural Day focus on India is Saturday January 28, Alpin Hong will do a children's program on March 31, and children's author Jim West will perform and sign books on April 30.

The Civil Service meeting is tonight, waiting to hear test results of the top three candidates for custodian.

The Reference space construction will be complete Monday, and staff will be moved back.

Board Development Consultant Simone Joyaux will present an all-day Board Orientation on Saturday, May 13. Meals will be provided. Mr. Petitti will come but needs to leave early, Ms. Liskov and Mr. Castro said they tentatively can attend, all other members can attend. The Board needs to e-mail Ms. Ronald brief bios for forwarding to Ms. Joyaux.

Ms. Ronald suggested that the time is right for the Library to begin the Family Place Initiative. There are now two full-time children's librarians. This program serves a population that is currently underserved at the Library: children from birth to three. It has both literacy and parenting elements. Ms. Ronald has spoken with Assistant Superintendent Anthony Minotti about it and he is excited. Money is available, actually in excess of the \$12,000 needed, which is the cost of training one librarian and the needed support materials and software. There is no annual expense, though materials can be added over time. Ms. Ronald asked that those Board members who have not yet watched the video do so by the next meeting so a decision could be made.

Ms. Ronald made the suggestion that Holiday Gala money be used for technology, which is behind where it should be. Discussion ensued. Holiday Gala raised \$5,607.63. Public computers are the critical area. Ms. Zablocky felt technology is a top priority. Mr. Kukla said if the Board agreed in principal there was no need for a vote in this time.

The Town Budget presentation is slated for Tuesday January 17 at 11am by the First Selectman. Mr. Kukla, Ms. Zablocky and Ms. Lalor will attend; they will gather at 10:15 to discuss.

Assistant Director's Report:

Mr. Sheehy reported on monies received by the library: the town budget is on track with the Library having expending over \$90,000 of its \$143,000 budget allocation. Last year, the First Selectman gave a 0% increase for collections. They have received no feedback on budget requests for this year.

Director Comments on Collection statistics: they are doing very well in the Main Library; in the Branch they have hired a new part-time Assistant. The biggest problem is getting people into the Branch, the Board needs to encourage people to come in and use it.

Treasurer's Report:

Ms. Lalor distributed an accounting of Project-specific Fundraising.

Evaluation Committee:

Ms. Zablocky reported there will be a 6-month interim evaluation. She is planning on meeting Tuesday January 17 at 3pm with Ms. Ronald and the subcommittee.

Fairchild Branch:

Mr. Hax reported. The vacancy on this Board was filled with Fairchild Board member James Cebulski. Putting adequate insurance on the library building was a big issue, as it was very underinsured by the Town. It is now adequately insured, at a cost of \$5,000 from the discretionary fund. Mr. Hax suggested someone look into making sure the Main branch is adequately insured.

Ms. Lalor asked if the parking issue has been resolved, Mr. Hax said it has not.

Policy Committee:

No report.

Silent Auction:

Ms. Liskov reported the next meeting will be Friday January 20 at 9am. They are in the process of soliciting donations; they will arrange for an organized drop-off day. The 2005 Silent Auction proceeds were earmarked for Children's Services. After discussion, it was agreed the proceeds for this year's Silent Auction could be stated simply as for the "Trumbull Library".

New Business:

Mr. Kukla reported job descriptions for the Director and Assistant Director are done. The object is to purge the records at Town Hall that title those positions as "Librarian" and "Assistant

Librarian". By State statute, the Library Board is the only body responsible for titles and job descriptions.

Ms. Ronald stated on January 28, the first public budget hearing has been set by the First Selectman for 10am at Town Hall.

Adjournment:

Motion was made by Ms. Lalor and seconded by Ms. Zablocky to adjourn the meeting. Vote: Unanimous. There being no further business to discuss the Trumbull Library Board of Directors meeting adjourned at 8:37 pm.

Respectfully submitted,

Joanne Glasser Orenstein, Clerk

Approved:

Arthur A. Kukla, Chairman
Trumbull Library Board of Directors

The next meeting of the Trumbull Library Board of Directors will be February 8, 2006 at 7 pm.