

**TRUMBULL LIBRARY BOARD OF DIRECTORS  
MINUTES**

**January 14, 2005**

**TRUMBULL LIBRARY**

**Members Present:** H. Richard Brew, Chairman, Patricia A. Zablocky, Vice-Chairman, Steven Castro, Tara Liskov, John Hax, John J. Lauria , and Arthur Kukla.

**Members Absent:** Carole Lalor, Antonio Petitti

**Also Present:** Karen B. Ronald, Library Director and Louis G. Sheehy, Assistant Director

**Guests in Attendance:** Joan Brew

Mr. Brew convened the regular meeting of the Trumbull Library Board of Directors at 6:38 p.m.

**Public Comments:**

Mrs. Joan Brew complimented and thanked the Library staff for their pleasant attitudes and the excellent service that they have consistently extended to her as a patron of the library.

**Correspondence:**

Mr. Brew read a thank you note from the Library Staff, thanking the Library Board for the Holiday Brunch which we sponsored for them.

**Approval of Minutes:** 11/09/05:

Motion was made by Mr. Lauria and seconded by Ms. Zablocky to accept the minutes of the November 9, 2005 meeting as presented. Vote: Motion passed unanimously.

**Director's Report:**

See attached.

**Assistant Director's Report:**

Mr. Sheehy reported on the Trumbull Library's year-to-date budget. Mr. Sheehy explained that the Equipment/Building Maintenance Account is of concern, as there have been unanticipated repairs and parts replacements to our heating system. He will continue to monitor the account, and advise us if a funds transfer is necessary. All of our other expenses are on track as expected for this reporting period.

### **Treasurer's Report:**

Mr. Kukla presented a summary report of the various funds which are considered "Board Funds" for the information of the Board.

### **Committees:**

#### **Budget Committee:**

Ms. Ronald reported that up-to-date budget packages including rationale had been distributed to Board members in their Agenda packages. Review and discussion of the Library budget request was held. The Library budget request will be entered into the MUNIS Financial System by December 30<sup>th</sup>. A date for presentation of our budget request to the First Selectman has not yet been set.

Motion for approval of the Trumbull Library Budget Request as presented was made by Mr. Kukla and seconded by Mr. Lauria. Vote: Motion passed unanimously.

#### **Evaluation Committee:**

Mr. Kukla reported that the Evaluation Committee would like to schedule an Executive Board Meeting for the purpose of reviewing the evaluation of the Library Director. The Executive Board meeting is scheduled for all Library Board Members on Saturday, January 7<sup>th</sup>, 9:30 a.m., in the Trumbull Library Kiwani's Conference Room. Members should bring their Evaluation documents.

#### **Fairchild Branch:**

Mr. Hax reported that lease agreement continues to be in review by the attorneys, and is approaching completion. The Association is reviewing proposals for insurance of the Fairchild-Nichols Library Building. Mr. Kukla suggested that the Association contact the Trumbull Director of Finance to determine if a viable alternative would be to insure the building under the Town's insurance policy, and reimburse the Town for the additional costs.

#### **Policy Committee:**

Ms. Zablocky presented the revised Trumbull Library Board Bylaws, which were distributed in the Board Agenda Package. Motion for approval of the Trumbull Library Board Bylaws as presented was made by Ms. Zablocky and seconded by Mr. Lauria. Vote: Motion passed unanimously.

Ms. Zablocky presented the revised Trumbull Library System Computer and Internet Policy and Technology Center Etiquette document, which were distributed in the Board Agenda Package. Motion for approval of the Trumbull Library System Computer and Internet Policy and Technology Center Etiquette document as presented was made by Ms. Zablocky and seconded by Ms. Liskov. Vote: Motion passed unanimously.

#### **Nominating Committee:**

Ms. Liskov presented the slate of officers being nominated for the 2006 calendar year to serve on the Trumbull Library System Board of Directors as: Mr. Kukla/Chairman, Ms. Zablocky/Vice-Chairman, Ms. Lalor/Treasurer, Mr. Lauria/Assistant Treasurer. Mr. Brew called for nominations from the floor. Hearing known, Ms. Liskov made a motion for acceptance of the slate of officers as presented, and this motion was seconded by Ms. Zablocky. Vote: Motion passed unanimously.

#### **Old Business:**

Mr. Kukla reported that meetings were held with the Director of the Library, the First Selectman and the Chairman of the Board of Finance to discuss with them the Library Board's interest in undertaking a building project to assess the necessities and opportunities to expand/renovate the Main Library building. Both the First Selectman and the Chairman of the Board of Finance expressed their support of such a project. Motion to authorize the Library Director to contact Ms. Beth Mainiero of Cupolo Consulting and secure her services to undertake preparation of a building program at an amount of up to \$18,000 was made by Mr. Kukla and seconded by Ms. Zablocky. Discussion was held on what the building program entailed, and the establishment of a Building Sub-committee. Ms. Ronald was asked to invite Ms. Mainiero to present to the Library Board at our January 11, 2006 meeting. Vote: Motion passed unanimously.

Ms. Ronald reported on the Holiday Gala. Although the Holiday Gala was a successful event, there were fewer attendees than we hoped. Discussion was held on how to market and promote the event for next year. Ms. Ronald reported that Ms. Wanda Dick graciously contributed \$5,000 in matching funds against what was raised in ticket sales for the event. All of the Library Board members expressed their gratitude to Ms. Dick for her generosity.

Ms. Liskov reported that the Silent Auction is scheduled for April 7<sup>th</sup>. She and Ms. Ronald will meet in January to continue planning for the event.

**New Business:**

Ms. Zablocky presented a request from the Trumbull Library Foundation that they be permitted to use the Main Library building on February 12, 2006 to host a community miniature golf fundraising event to benefit a library in Mississippi which was devastated by Hurricane Katrina. No budget or funding is requested from the Library Board for this event, and it would necessitate closing the Main Library for the Sunday of the event for public use. Discussion on logistics of the event was held. Motion was made by Ms. Zablocky, and seconded by Mr. Castro to approve use of the Main Library by the Trumbull Library Foundation on February 12, 2006 for this purpose. Vote: Motion passed unanimously.

First Selectman Raymond Baldwin joined the Library Board to present a framed and signed drawing of the statue of Jonathan Trumbull to Chairman Richard Brew, in recognition and gratitude for his many years of service to the Trumbull Library System and the Fairchild-Nichols Library Association.

**Adjournment:**

Motion was made by Mr. Kukla and seconded by Ms. Zablocky to adjourn the meeting. Vote: Unanimous. Motion passed. There being no further business to discuss the Trumbull Library Board of Directors meeting adjourned at 7:45 p.m. Members of the Trumbull Library Board joined with members of the Fairchild-Nichols Library Association at a private reception to honor Mr. Brew.

Respectfully submitted

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Patricia Zablocky, Vice Chairman, Trumbull Library Board