



Jonathan Trumbull Library

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Jonathan Trumbull Library

January 17th, 2019

Regular Meeting – Board of Trustees

Lebanon Town Hall

Present: Cathe McCall, Diane McCall, Maureen McCall, Eileen Weinstein, Michelle Kersey, Berkeley Nowosad, Colleen Meese, Mary Withey, Bill Goba and Library Director Matt Earls

The meeting was called to order at 7:00 by the chairman, Cathe McCall.

Minutes to the October 18th regular meeting – Motion (Diane McCall/Mary Withey) to accept the minutes as presented. The motion passed with none opposed. Minutes to the November 29th special meeting – Motion (Diane McCall/Berkeley Nowosad) to accept the minutes as presented. The motion carried with three abstentions.

Correspondence – None

Director's Report – Matt reported.

- Profit/Loss Budget vs. Actual and Balance Sheets – Matt is happy with the financial picture. Most items are on target. While several of the accounts look to be over budget, he noted that a vacuum cleaner was purchased under repairs and maintenance and the carpets were cleaned. The large number in the 5310 account might be on the wrong line and he will check on that and get back to the Board.
- Personnel – Staff meetings are a good addition with new ideas coming from those. Work parties have been planned for the 30th and the 3rd for the moving of books. The new shelving will be installed on the 31st and 1st. The children's books will be rubber banded together in sections to facilitate the move. Matt has hired an assistant to help manage the move at \$25/hour and this has taken a great deal of pressure off his shoulders. Anita McMahon was hired as a substitute. She is 18 and home schooled as well as is taking library courses at Three Rivers. She has worked at Guilford Smith Memorial Library so has experience and Matt hopes that she will work with the home-schooling program.
- Programs and Publicity - Emails are going out using MailChimp. Dave Lyon from Lebanon Life let Matt know that he is struggling to keep the paper afloat. Motion (Berkeley Nowosad/Michelle Kersey) to send him \$100 a monthly in quarterly payments (\$300 each) for the remainder of the 2018-2019 fiscal year. The situation will be addressed again at the June meeting. The motion carried with none opposed.

Bill Goba let the Board know that he and his wife Joan will be glad to cover the first donation. The concerts were well received and Matt plans on scheduling more of those. There were 19 attendees at the Blue Grass event and over 30 at the Christmas concert.

- Lebanon Elementary School – Lynn Frazier, the LES Librarian, would like to collaborate with JTL in bringing Jarrett Krosoczka to Lebanon. Matt would like to contribute \$500 towards the \$2,000 fee. Questions arose as to whether or not the public would be allowed to attend, if home-schoolers would be welcome, etc. Matt will find out those answers and get back to the Board. Lynn was instrumental in getting many of the students to obtain library cards last summer.
- Facilities – Matt would like to get someone to do a deep cleaning of the library and discussion ensued. He has a bid for \$500 a floor but no one was prepared to spend \$1,000 to get the building cleaned. Our regular janitor should be doing some of this. No decisions were made at this time.
- Circulation – Numbers are good for December and well over those for December 2017. December is always down from November due to the holiday season.
- Matt reported the attendance for programs in December were poor and he will not be doing the same scheduling next year. Book discussions always have the best attendance and he will continue the concerts which had a good showing. He noted that the Children's Library is also circulating games. His favorite is *Little Orchard*.
- Matt distributed the list of upcoming adult events:
 - Hot Chicks with Sticks – February 4th and 25th
 - First Tuesday Films – *Bel Canto* – February 5th
 - Friends of JTL – February 7th
 - Yoga and Meditation – February 11th and 25th
 - Adult and Family Game Night – *CodeNames* – February 12th
 - Embracing the Journey of Autism – February 12th
 - Wednesday Movie – *First Man* – February 13th
 - Yoga with Karen – February 14th and 28th
 - Book Discussion – *Eleanor Oliphant is Completely Fine* – February 19th
 - Picking Olives in Lebanon – February 26th

Young People's Director's Report – Linda's report for January was distributed. The schedule includes the usual *Time for Stories, Read, Rock & Rhyme, Pokemon Club, Homeschoolers Making STEAM* and *Building with Lego*. Registration is asked for *Be Mine Valentine Crafts* on February 6th and *'Minute to Win It' Challenges* on February 28th. Also scheduled is *Celebrate 'Take Your Child to the Library Day' 2019 with Riverside Reptiles!* on February 23rd. Linda reminded everyone that games are available for circulation in both the Adult and Children's Library.

Budget – The proposed budget recommended by the budget subcommittee was distributed and Matt noted that it is up about 2% over 2018-2019. Motion by Maureen McCall and seconded by Berkeley Nowosad to adopt a proposed budget as presented of \$353,510 with a town appropriation of \$296,405 for the 2019-2020 fiscal year. The motion carried with none opposed

Hugh Trumbull Adams Trust – nothing to report – last year Matt believes that he heard back in March or April so there is still time.

Bylaws – New gift policy was discussed. Cathe will take the comments and update the proposed language to include a policy page and a receipt page to be discussed at the next meeting.

Building Committee – Berkeley reported that they have met several times and the land situation is nearing closure. There are two pre-trial hearings coming up on January 22nd and 29th with the trial date set for July 9th.

Friends of JTL – Next meeting is on February 7th.

Unfinished Business – Judy Vertefeuille had open-heart surgery today – a card will be sent.

Hearing no other business, motion made (Michelle Kersey/Mary Withey) to adjourn at 8:20. The motion passed unanimously.

Respectfully submitted,
Maureen D. McCall, Secretary