



The Beacon Falls Public Library

Library Board of Trustees

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April 1, 2016

Mr. Leonard Greene

Town Clerk, Town of Beacon Falls

10 Maple Avenue

Beacon Falls, CT 06403

Dear Mr. Greene:

The **Library Board of Trustees** will hold their regular monthly meeting on **Wednesday, April 13, 2016 at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The following agenda will be addressed at the discretion of the Chair.

- I. Call to Order/Pledge of Allegiance
- II. Review of the Agenda
- III. Approval of Minutes: March 9 meeting minutes
Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Strategic Plan subcommittee: Anne O'Dell
- VII. Library Director's Report: Sue Dowdell
 - A. March Service Report
 - B. March Financial Report/Bills Paid
 - C. Approval for any Bills to be Paid
 - D. Other Library related news: new laptop for Program Librarian
- VIII. Old Business
 - A. CT State Library Board of Trustees listserv: Erik Dey
 - B. Current policy review - BFPL Emergency Closing Policy
 - C. Hazard Mitigation Plan/Emergency Preparedness for Library: tabled until Sept
 - D. Matthies Grant application: update on assembly room projector/screen/sound
- IX. New Business
 - A. Bylaws Revision: Proposed Changes
 1. Article IV, Officers, Section 1: *addition of Vice Chairperson Officer position*
"Section 1: The officers shall be a Chairperson and a Treasurer/Secretary."

Proposed change: "Section 1: The officers shall be a Chairperson, Vice Chairperson and a Treasurer/Secretary."

2. Article VI: Duties of Officers: *adding Vice Chairperson and deleting references to signatories for Library bank accounts*
"Section 1: The Chairperson shall preside at all meetings of the Trustees and shall act as the Library Representative at any necessary Town meetings. The Chairperson shall be one of two signatories for all Library bank accounts. "

Proposed change: “Section 1: The Chairperson shall preside at all meetings of the Trustees and shall act as the Library Representative at any necessary Town meetings.”

Proposed addition: “Section 2: The Vice Chairperson shall preside in the absence of the Chairperson. In the event that the Chairperson position is unexpectedly vacated the Vice Chairperson will automatically become the Chairperson until an election is held.”

“Section 2: The Treasurer/Secretary shall keep an accurate record of all monies donated to the Library and the distribution thereof. The Treasurer/Secretary shall be one of two signatories for all Library bank accounts. The Treasurer/Secretary shall act as the Chairperson during the Chairperson's absence. The Treasurer/Secretary or designated trustee shall be responsible for the acknowledgement of gifts and acts of kindness towards to the Library.”

Proposed change: “Section 3: The Treasurer/Secretary shall keep an accurate record of all monies donated to the Library and the distribution thereof. The Treasurer/Secretary or designated trustee shall be responsible for the acknowledgement of gifts and acts of kindness towards to the Library.”

- B. Election of Officers: Call for other Nominations from the floor
- C. Finance Subcommittee budget proposal for the use of board funds
- D. FY16-17 budget meetings attendance: dates
- E. Internet Connectivity Options
- F. Color Printing

X. Executive Session (if needed)

XI. Announcements/adjournment

The next regular monthly meeting will be on Wednesday, May 11, 2016 at 7 p.m.

Respectfully submitted,

Martha Melville
Clerk, Library Board