



# The Beacon Falls Public Library

## Library Board of Trustees

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### January 10, 2018 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order:** Chair pro tem Denzell Smith called the monthly meeting of the Beacon Falls Public Library Board of Trustees to order in the Connie Christensen Children's Room of the Beacon Falls Public Library at 7:00 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Chairman Denzell Smith, Secretary/Treasurer pro tem Randi Bellemare, Stacey Betkoski, Marissa Correia, Donna Taylor

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

- III. **Approval of Minutes:** November 8, 2017 and December 13, 2017 Meeting Minutes

Motion to accept the November 8, 2017 and December 13, 2017 Meeting Minutes as presented: Taylor/Correia; no discussion, all aye.

- IV. **Correspondence:**

No Correspondence.

- V. **Public Comment**

Chair pro tem Denzell Smith asked three times if there was any public comment and there was none.

- VI. **Friends' Report:** Marissa Correia - reporting on January meeting.

- a. Sympathy card sent to Dey family.
- b. Better World Books will be dropping the Friends' account because it does not meet their standards. They prefer books to be scanned first.
- c. Will now request that donations be no more than 5 years old.
- d. Jack Lardis, new Friend, proposed fundraising ideas, such as a softball fundraiser with a professional team. More information was requested for the next meeting.
- e. Friends' will meet to review bylaws

- f. Sue Levine washed a donated quilt. Offered a donation in return for keeping the quilt.
- g. S. Dowdell will list DVD's for sale for \$3/each in the newsletter.
- h. S. Dowdell will review the process to become listed as a charitable group for Facebook Fundraising with the treasurer at the February meeting.

VII. **Building Committee Report:** Martha Melville (via email)

No report- The committee did not meet in December 2017. It will meet next on January 22, 2018.

VIII. **Board of Selectmen Report - Discussion**

- a. Met on January 9, 2017
- b. Approved a Woodland Senior's project proposal to paint the stair risers.
- c. Approved the fund transfer for the book drop. Unsure if Board of Finance approved yet.
- d. The status of the Building Committee was on the agenda. C. Bielick stated it was too premature to disband. S. Dowdell expressed concern for disbanding before the committee's mission was fulfilled and D. Smith noted the Library Board would want an explanation as to why it was added to the agenda.

IX. **Library Director's Report:** Susan Dowdell

A. November Service Reports - she provided an explanation of the reports

- 1.) Several adult programs had excellent attendance:
  - 1. Gingerbread House (20 families), String Art Adult Craft (27 in attendance)
- 2.) Children's programs were also very well attended:
  - 1. Flanders Wreath Craft (19 in attendance); Science Snoopers Kitchen Science (31 in attendance)
  - 2. Theater group – Held a Holiday Party Potluck on December 28th. Will be holding a fundraising event at Kokopelli. Expenses for the group include the rites to the play, police officer for performances, and microphone rental. Another potential fundraiser, an Escape Room, is being considered.
- 3.) Assembly room is getting new carpeting installed and some staff have alluded to the space no longer being available for Library crafts. S. Dowdell expressed her hope that the Library Board would advocate for the continued use of that space.
- 4.) Volunteer numbers were lower, but 8th graders are now coming in for Honor Society service hours and there is now a volunteer for every day of the week.

B. November Financial Report

- 1) 50% of the fiscal year has passed. Because the new Book Drop was paid from the material line, expenditures look higher than anticipated. A transfer was approved by C. Bielick, but he advised that the transfer may not occur until that line was out of money so S. Dowdell will continue to spend at usual until that

- line is expended, probably by March.  
2) All other line items are within expected limits.

C. Approval for any Bills to be Paid - none

D. Other Library related news

- 1) S. Dowdell was waiting for an invoice for the new blinds, without tax, to be provided by 3 Day Blinds.
- 2) Waiting for a Friends' volunteer to start building the cabinets above the bookshelves.

## X. Old Business

A. CT State Library Board of Trustee's listserv: Marissa Correia - NTR

B. Credit Card Processing Update: Susan Dowdell- NTR

C. Library Strategic Plan- Discussion and Possible Change(s)

S. Dowdell asked if anything should be changed, other than her attendance at BOS meetings and recommended that new members be given a month to review before additional changes were proposed. She added that in past BOS meetings there were items on the agenda that were beneficial for her to take notice of.

S. Dowdell also noted that it may be time to do another survey and reassess goals if the Building Committee does not plan on proceeding, as that was a large part of the Strategic Plan.

D. FY 2018-19 Budget Discussion

S. Dowdell has not yet received a request from BOS or BOF for a budget proposal. Her goal will be to get back cuts made to last year's budget (\$200 cut in programming, \$500 in departmental supplies, PC support back to previous level). The telephone can be kept at the reduced amount of \$600.

S. Dowdell also is requesting an increase to \$11.80 for part-time staff. The increase was approved last year, but the raise in budget was not approved. The addition of a Technical Librarian (part-time, union) was discussed and may be revisited after the Strategic Plan is reviewed. She asked for approval to add capitol expenses to the proposed budget for new carpeting, to be based off the quote given by Valley Floor Covering for the Assembly Room.

## XI. New Business

- A. D. Smith asked how general day-to-day operations were going. S. Dowdell responded that staff were very busy and noted that it is a statewide trend that libraries get busier in an economic downturn. The library provides services to jobseekers that are not provided elsewhere, such as assistance with GED preparation.

B. D. Smith asked if programming space was available elsewhere. S. Dowdell noted that they church Lyceum can be used on occasion but it is not always available, only appropriate for a larger, non-physical program, and requires extra staff to setup/move equipment. There is also a concern about leaving one staff member there with a group of children. M. Correia asked about rules for booking the assembly room. S. Dowdell note that it is for town meetings and that it's availability to the Library can change at any time, although the current administration has approved use so far.

XII. **Executive Session (if needed)**

XIII. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, February 21, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:48 p.m.: Taylor/Correia; no discussion, all aye.

Respectfully Submitted,

Kerri Vardon  
Library Board Clerk