



The Beacon Falls Public Library
Library Board of Trustees
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**February 21, 2018 Monthly Meeting Minutes
(Draft Copy – Subject to Revision)**

I. Call to Order/Pledge of Allegiance

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 7:09 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Chairman Denzell Smith, Vice Chair Annette Bosley-Boyce, Secretary/Treasurer pro tem Randi Bellemare, Marissa Correia

Others present: Susan Dowdell, Library Director

II. Review of the Agenda

Agenda Reviewed

III. Approval of Minutes: January 10, 2018

Motion to accept the January 10, 2018 Meeting Minutes as presented: Bellemare/Correia; no discussion, all aye.

IV. Correspondence

1. Copy of an email from Finance Manager Tom Broessler sent on January 22nd indicating that the FY19 operating budget was due on Feb. 2nd
2. Letter received February 13th from Association of Connecticut Library Board:
Motion to participate for 2018: Correia/Bosley-Boyceno discussion, all aye.
3. Copy of letter dated February 3, 2018 from L. Ewen resigning position as substitute library assistant
4. Copy of letter dated February 14, 2018 from Martha Melville resigning as the Library’s Building Committee representative

Motion to honor her service by adding a book to the library collection:

Bellemare/Correia; *no discussion*, all aye.

5. Copy of an email from Finance Manager Tom Broessler, sent on February 14th indicating that the FY Non-recurring Capital Project Requests are due March 2nd.

6. Thank you note, Jones Farm regarding pumpkin donation

V. Public Comment

No Public Comment

VI. Friends' Report - Marissa Correia

1. Jack Lardis discussed a fundraising event (game against NY Giants and Beacon Hose). It would be held in Summer, no ticket sales, donations and program ad fundraising only, with proceeds to fund library STEAM programs and the building fund.
2. Bylaws were reviewed with no changes.
3. Two Friends will be cleaning out the crafts closet on March 10th.
4. Book Sale will be June 1st & 2nd, with May 31st as set-up.
5. The Museum of Modern Art pass was renewed.
6. Give Local-CCT will be April 24-25th, with proceeds going to STEAM programs.
7. Escape Room theater group fundraiser on hold until S. Dowdell can discuss further with St. Michael's Church.

VII. Building Committee Report - M. Melville via email:

The Committee met January 22: considering taking a field trip to look at Seymour's facilities. Sadie Colcord, EDC consultant attended the meeting and suggested that community feedback needs to be a primary focus and it's up to the BOS to determine how best to gather that feedback so the building committee can proceed. The CMC Chairman, M. Krenesky, C. Bielik, S. Dowdell and S. Colcord along with members from a construction management firm toured 104 N. Main St. for potential municipal use.

VIII. Board of Selectmen Report - Discussion

Met previous week. Nothing to Report.

IX. Library Director's Report: Sue Dowdell

1. December Service Reports
 - a. Several adult programs had excellent attendance this month:
 1. Couponing 101, presented by local resident, Louise Koeber, had the largest number of adult attendees (27) at one session this month.
 2. The adult Trivet class had 33 attendees, held over the course of 4 different time slots in one day.
 3. The third watercolor class was held. Two more sessions are planned. This program is sponsored by the Friends of Beacon Falls Library.
 - b. The youth theater group is continuing its rehearsals. Amy's visits to United Day School are continuing. Finally, the Valentine's Day craft was well attended. One program needed to be postponed due to weather.
 - c. S. Dowdell noted that, although it did not happen in January, the Korean Lotus Flower program which was held on Tuesday, February 6th had several attendees say it was the best program the library had ever had.
2. December Financial Reports/Bills Paid
 - a. 58% of the fiscal year has passed.
 - b. The approved transfer has been added back into the 1170 line item. This brings the YTD expenditures back in line where it should be at this time.
 - c. Expect the balance in the Professional Development line item to be much lower next month as staff will be registering for the April 24-25 conference.
3. Approval for any Bills to be Paid – none
4. Other Library related news
 - a. Part-time library assistants wage is now \$11.80/hour, as approved by the Board of Selectmen on February 12, 2018
 - b. Read Across America – Assistant Librarian Liz Setaro will represent the library at the March 2nd event at Laurel Ledge School
 - c. Blinds for the Assembly Room have been ordered and will take 2 additional weeks.
 - d. Grant Station/ \$99 software to find additional grants
 - e. May- Matthies Foundation request will be made for future theater productions

X. Old Business

A. CT State Library Board of Trustees listserv - Marissa Correia

Nothing to Report

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

S. Dowdell distributed copies, highlighting areas below essential level for best practices (including physical space, emergency preparedness plan, performance evaluations plans to be created by HR). Board needs to establish formal policies to replace those that exist only on an anecdotal level. A memorandum of understanding with the Friends of the Library should be created, and formalize information/training for volunteers.

D. Smith proposed a timeframe for follow-up. M. Correia suggested that the board start by developing a policy for challenged materials and a gifts policy, to be discussed at the March meeting. In addition, under section B- Goals and Objectives, part 1-B should be reworded to include “service clubs”, removing the specification of the Rotary Club, and part 2-B should be eliminated.

Motion to change the wording of section B in the strategic plan as discussed above:
Bellemare/Correia; no discussion, all aye.

C. FY19 Operating Budget Discussion and Approval

Board was given copies and asked to review capital request as well.

Motion to add request for Technical Librarian into the FY19 budget request **Correia/Bellemare; no discussion, all aye.**

At the Library Board’s direction, S. Dowdell added the Technical Librarian position back into the budget.

D. FY19 Non Recurring Capital Project Discussion and Approval

S. Dowdell proposed placing a Capital project request to replace the library carpet and flooring with carpet tiles and laminate planking.

Motion to submit the capital project request for new library flooring: **Bosley-Boyce/Correia; no discussion, all aye.**

XI. New Business

A. Building Committee member

Tabled until the March Library Board meeting.

B. Youth Theater Group

S. Dowdell brought up topic of costume expenses. The board determined that an open request for donations/sponsors should be made to anyone who would want to contribute, not solely parents. Sponsorship through program ads and program messages was discussed.

XII. Executive Session (if needed)

No Executive Session needed.

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, March 14, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:48 p.m.:Bellemare/Bosley-Boyce;no discussion, all aye.

Respectfully Submitted,

Kerri Vardon
Library Board Clerk