



The Beacon Falls Public Library

Library Board of Trustees

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April 11, 2018 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

I. Call to Order/Pledge of Allegiance

Chairman 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 7:01 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Chairman Denzell Smith, Donna Taylor, Stacey Betkoski, Marissa Correia

Absent: Vice Chair Annette Bosley-Boyce, Secretary/Treasurer pro tem Randi Bellemare,

Others present: Susan Dowdell, Library Director

II. Review of the Agenda

Agenda Reviewed

III. Approval of Minutes: March 14, 2018, 2018

Tabled until May 9, 2018 meeting. No Quorum present.

IV. Correspondence

No Correspondence

V. Public Comment

No Public Comment

VI. Friends' Report - M. Correia (did not attend)

- a. Met April 10, 2018, with several new members attending
- b. Approved the purchase of a discounted admission pass to Kids Play in Torrington
- c. Approved donating the funds from the Give Local Campaign currently running to the youth theater group, and sponsored the Facebook ad
- d. Co-Sponsoring Star Wars Trivia night, fundraiser also for the theater group
- e. Will assist with a closet clean-out on May 19, 2018
- f. Facebook Fundraising is now set up
- g. Book Sale in June; Not participating in Duck Race/Family Day

VII. Building Committee Report

- a. Committee met on March 28th with the director of Seymour's Community Center to gather information on what the director felt worked in their facility, and what did not work well.
- b. Board of Selectman want an Information Session to be held in late May

VIII. Board of Selectmen Report – Discussion

- a. 3/12 meeting:
 1. Determined that the CMC Building Committee money, when needed, would be asked for out of the undesignated fund balance
 2. Approved S. Dowdell's request to waive fees for Youth Theater's application for a teacup raffle at the performances
 3. Approved schedule of pay rate for clerks: 0-2 years = \$16/hour (as of 3/12), 2-5 years = \$17/hour, etc.
- b. Met on 4/9; Minutes are not yet available

IX. Library Director's Report: Sue Dowdell

- a. Service Reports
 1. Adult program attendance was bolstered by three highly attended programs: Coyotes in Connecticut (put on by a DEEP employee); Watercolor Painting (Friends of Library sponsored), and Listen to Your Gut (CCF Grant Funded).
 2. Well attended children's programs were Theater Group and Science Snoopers Invention program.
 3. March had more computer users than the same period last year. Many of these were students.
 4. Downloadable audiobooks continue to be a popular collection for our patrons (up almost 84% over last year's totals).
 5. Our library card registrations are up over 27% from last year.
- b. Financial Report
 1. S. Dowdell reported that with 75% of the year passes, all line items are within expected spending limits. Dowdell and Setaro will be evaluating the remaining budget to ensure all needed items are ordered before the end of the fiscal year while staying within the budget.
 2. S. Dowdell requested \$175 designated in the library board checking account for Strategic Plan printing be reallocated for 2018 survey, possibly in collaboration with the CMC Building Committee.

Motion to reallocate the Strategic Plan printing budget towards a joint survey with CMC Building Committee: **Correia/Taylor**; no discussion, all aye.

c. Approval for any Bills to be Paid- None

d. Other Library related news –

1. K. Vardon and S. Dowdell are hosting a Star Wars Trivia at Rivers Edge on May 4th to benefit the Theater Group
2. S. Dowdell reported that she will be searching for replacement of 8 year old circulation computers. Bibliomation reports that the web-based version of the circulation/cataloging software is anticipated to be ready for the end of 2018, or early 2019.
3. Discussion with K. Vardon to take over the Robotics group, working on a time/date to do it.

X. Old Business

A. CT State Library Board of Trustees listserv - S. Dowdell
Nothing to report from the listserv

B. Challenged Materials Policy-
Board will review and revisit at the next meeting with notes, plan for approval in June.

C. Gift/Donation Policy-
An updated policy was proposed, including policy for unsolicited/in-kind gifts.

Motion to adopt the proposed policy: Correia/Taylor; no discussion, all aye.

XI. New Business

A. Update on Staff Goal Progress- S. Dowdell updated the board on staff progress toward their state objectives.

B. Tabletop Games Circulation Policy

1. Policy proposed and edited to include \$1/day late fines, and age of 14+ for borrowers

Motion to adopt the proposed policy with edits: Taylor/Betkoski; no discussion, all aye.

C. June Meeting- S. Dowdell will be on vacation; can move meeting to the week prior or used for policy approvals

XII. Executive Session (if needed)

No Executive Session was held.

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, May 9, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:59 p.m.: **Betkoski/Correia**; *no discussion*, all aye.

Respectfully Submitted,

Kerri Vardon
Library Board Clerk

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