



The Beacon Falls Public Library

Library Board of Trustees

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June 20, 2018 Special Meeting Minutes (Draft Copy – Subject to Revision)

I. Call to Order/Pledge of Allegiance

Acting Chairman Annette Bosley-Boyce 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 7:06 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Acting Chairwoman Annette Bosley-Boyce, Secretary/Treasurer pro tem Randi Bellemare, Donna Taylor, Stacey Betkoski

Absent: Marissa Correia

Others present: Susan Dowdell, Library Director

II. Review of the Agenda

Agenda Reviewed

III. Approval of Minutes:

March 14, 2018, 2018

Deemed Accurate, cannot be approved at this time.

April 11, 2018, 2018

Motion to approve the minutes as submitted: Bellemare/Taylor; no discussion; all aye.

IV. Correspondence

1. Marissa Correia's baby has arrived. R. Bellemare will send a card on behalf of the Library Board.
2. Letter appointing Thomas Greber to the Building Committee

V. Public Comment

Acting Chairwoman Bosley- Boyce made three calls for Public Comment.
No Public Comment

VI. Friends' Report - Recap of April 10th, May 8th and June 12th Meetings

- a. Paying for Caryn Lin violinist program (\$500) for summer
- b. Paid for pass to Kids Play Museum
- c. Subsidizing \$550 of the cost for six adult painting classes in FY 18-19
- d. Purchased 3 microphones for the theater group using Give Local donations
- e. Received the State of CT grant approval for \$700 for the theater group use for police coverage (\$350) and for props, costumes, and sets (\$350)
- f. Approved purchase of lawn signs for summer reading program prizes
- g. Had a successful book sale and will be participating in the Family Fun Night/Fireworks on July 7th
- h. Need a publicity chairperson, a vice president, a secretary and a membership committee

VII. Building Committee Report- Sue Dowdell

An advocate from Everylibrary.Org will be meeting with the Committee on July 11th and reaching out to the Library Director and Committee Chair for background information. S. Dowdell attended the Parks & Recreation meeting, urging them to discuss their goals for a new facility.

VIII. Board of Selectmen Report - Discussion

C. Bielik attended a Girl Scout meeting where the Library was given a community participation award.

IX. Library Director's Report: Sue Dowdell

A. Service Reports

- 1) Three adult-centered programs were very well attended in April: Sugar and Food/Mood Connection (CCF grant sponsored), Tea & Chocolate, and a Planter Craft. Adult programs of note in May were the Wood Sign craft and the Star Wars Trivia Night. Watercolor Painting classes wrapped up for this fiscal year. The Friends of Beacon Falls Library agreed to subsidize several for FY19. The first one is July 5th
- 2) In addition to theater group, there were two exceptionally well attended programs in April: Cartooning and the Girl-Scout sponsored Kindness Rocks program for the Ana Grace Project. Over 30 children attended.
- 3) Youth Theater Program finished for the school year with two sold-out performances of Willy Wonka Kids.
- 4) S. Dowdell went to Laurel Ledge on 5/30 for the Nutmeg Battle of the Books. Six teams of fourth and fifth grade students answered questions about the ten nominated titles. In addition, Dowdell spoke with all Laurel Ledge children on 6/6 to discuss Summer Reading. There are two different PreK-Grade 5 programs (in-library and online) and online programs for Grade 6-12 and for Adults. There is now a waiver for parents, so that books logged online can be submitted to the school by the library.

B. Financial Reports/Bills Paid – S. Dowdell reported that most line items are where they need to be. As of the date of the meeting, very little is left in any given line item. FY 18-19 Budget was approved by the town, including the amount for new flooring for the children’s room and the hallway. Flooring replacement will likely be after November.

C. Approval for any Bills to be Paid –

S. Dowdell discussed the past practice of having the Library Board chairperson sign off on bills.

Motion to return to the past practice of the library director submitting the bills as they are received and the Library Board reviewing and approving the bills submitted during their monthly meetings: **Bosley-Boyce/Taylor**; no discussion; all aye.

Motion to approve the May 2018 Submitted Bills: **Bosley-Boyce/Bellemare**; no discussion; all aye.

S. Dowdell discussed a draft proposed FY18-19 budget for expenditures from the library board checking account. She will not be able to give a final one for adoption until all expenses for the Theater Group are determined and the Assistant Librarian is back from vacation.

D. Other Library related news

1) Upcoming programs

- A. Marvel Movie Trivia Contest on Saturday, July 14th at River’s Edge and Harry Potter Escape Room at the library – both will accept donations to the theater group and/or Robotics team
- B. K. Vardon is taking over supervision of the Robotics Team and has found a mentor to assist. S. Dowdell will serve as an additional advisor to the group. S. Dowdell indicated that she attended the June Parks and Recreation Commission meeting, asking for their co-sponsorship of the Robotics Team this year. The amount needed is approximately \$450 for the challenge kit and competition registration. This will be discussed next month by Parks/Rec when it is the new fiscal year.
- C. Theater Group – S. Dowdell also asked Parks/Rec to again co-sponsor the theater group and inquired whether one of their members would be willing to work with her as well. Donna Taylor who serves on both committees offered to work with S. Dowdell as the Parks/Rec representative.

2) Matthies Foundation Grant – S. Dowdell applied for a \$7500 grant to purchase additional microphones for the theater group. The grant notification will come, if awarded, in late July or early August.

3) Connecticut Council of Municipalities Award Entry – S. Dowdell is working with EDC consultant, Sadie Colcord, on an application for the award for the library and town.

4) The goal progress discussions with full-time staff took place by June 1st. Tentative goals for FY18-19 have been discussed, but not yet detailed and signed.

X. Old Business

- A. CT State Library Board of Trustees listserv - nothing to report.
- B. Challenged Materials Policy- S. Dowdell proposed that a Board member work with her as a sub-committee to develop the policy. S. Betkoski volunteered to take up this task.

XI. New Business

A. Director's Evaluation Meeting- to be discussed during Executive Session

B. Voting- Regular Officers-

Motion to postpone voting until September: **Bellemare/Taylor**; *no discussion*; all aye.

XII. Executive Session

Motion for the Board to enter Executive Session for the purpose of discussing the library director's performance, with an invitation for the library director to join the session: **Bosley-Boyce/Bellemare**; *no discussion*; all aye.

The Board moved into Executive Session at 7:58pm.

Executive Session ended at 8:12pm.

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, September 12, 2018 at 7:00 p.m.** in the library. A special meeting in executive session will be held on **June 27, 2018** to evaluate S. Dowdell's performance.

Motion to adjourn the meeting at 8:13pm: **Taylor/Bellemare**; *no discussion*; all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board