

The Beacon Falls Public Library

Library Board of Trustees

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November 14, 2018 Special Meeting Minutes (Draft Copy – Subject to Revision)

I. Call to Order/Pledge of Allegiance

Acting Chairperson 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 7:04 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Acting Chairwoman Annette Bosley-Boyce, Donna Taylor, Stacey Betkoski, Marissa Correia

Absent: Secretary/Treasurer pro tem Randi Bellemare

Others present: Susan Dowdell, Library Director

II. Review of the Agenda – add under New Business: 1) 2019 meeting schedule 2) 2019-2020 budget request

III. Approval of Minutes: Motion to approve the minutes as submitted: Taylor/Betkoski; *no discussion*; all aye.

IV. Correspondence -

- (1) Program Librarian's request for the boards help with gingerbread items
- (2) ACLB newsletter

V. Public Comment- A. Bosley-Boyce made three calls for public comment; there was none.

VI. Friends' Report –S. Dowdell

The group met last evening. They reviewed the Vendor Fair event and the component parts to identify what went well and what could be improved. They voted to renew the Shoreline Trolley pass, gave \$100 toward Gingerbread House expenses, approved continuing the Book Page subscription, and made a donation to St. Michael's Church for the use of the lyceum. Dowdell reported asking the group to put a new item on the library's wish list: a laser color printer. Dowdell will bring specifics to the Friends next month

VII. Building Committee Report –No meeting

VIII. Board of Selectmen Report –No meeting in November

IX. Library Director's Report: Sue Dowdell

- A. Service Reports – S. Dowdell reported 312% increase in all programs. Children’s program attendance increase is partly due to the youth theater group meeting twice per week this year. Other well attended children’s programs were Science Snoopers and the preschool Halloween story time. The adult-focused paranormal talk had 58 attendees packed into the assembly room and 32 adults participated in the “Stranger Things” escape room.
- B. Financial Reports/Bills Paid – S. Dowdell reported 1/3 of the year has passed (33%). Most line items are within expected limits. The part-time staff line item is about \$1500 over due to the 5 weeks she was out on sick leave. As usual, the computer line item is higher at this time of the year.

Friends of Beacon Falls Library paid ½ of the fee for Universal Class. The theater group has begun purchasing costumes and the rights to the Peter Pan Jr. show.

- C. Approval for any Bills to be Paid –

Motion to approve the October 2018 Bills as Submitted: **Correia/Taylor**; *no discussion*; all aye.

- D. Other Library related news

The annual state report was finished and submitted on Monday, November 11th. Library will be closed to the public on Wednesday, November 28th and Thursday, November 29th. The hallway is being cleared out of many items that are no longer needed and other items are being shifted to better utilize the space. Custodian Peter Colon and library staff will move items out of the hallway and off the carpets of the children’s room on Wednesday, before the painters arrive to paint the hallway. Flooring in the hallway and new carpet will be installed on Thursday. Library staff will work in the assembly room during their scheduled hours.

Once the flooring is complete at about 4PM, two staff members with help from FoBFL members will be putting things back in place since the custodian will not be available at that time and the library will need to be open at 10:00 a.m. on Friday, November 30.

Dowdell plans to move her desk into the adult nonfiction room and the copier will be moved into the space where the fax machine is currently. Dowdell indicated she is working with the finance office to seek a new copier lease that will be combined with other copiers in town hall to leverage a better price.

X. Old Business

- A. CT State Library Board of Trustees listserv- M. Correia; Nothing to Report.
- B. Challenged Materials Policy- tabled; S. Dowdell will create a draft for approval at a future meeting.
- C. Election of Officers

- i. Motion to elect and confirm A. Bosley Boyce as Chairperson: Taylor/Betkoski; no discussion; all aye.
- ii. Motion to elect and confirm G. Gallullo as Vice-Chairperson: Betkoski/Correia; no discussion; all aye.
- iii. Motion to elect and confirm R. Bellemare as Treasurer: Betkoski/Correia; no discussion; all aye.

XI. New Business

- A. 2019 meeting schedule – Clerk K. Vardon
- B. 2019-2020 budget request – S. Dowdell asked the Board what items they may like to see included in the request. Dowdell reported that she has asked for a technology librarian for a number of years but it has not been funded.
- C. New Liaison to the Friends of the Library needs to be appointed- tabled until December meeting

XII. Executive Session- none

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, December 12, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:42pm: Taylor/Correia; no discussion; all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board