



The Beacon Falls Public Library

Library Board of Trustees

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January 11, 2017 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Vice Chair 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 7:03 p.m.

Trustees present: Vice Chair Annette Bosley-Boyce, Secretary/Treasurer Anne O'Dell, Randi Bellemare, Denzell Smith, Darlene Raggozine (arrived 7:08)

Trustees absent: Chairman Erik Dey

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

- III. **Approval of Minutes:** December 14, 2016

Motion to accept December 14, 2016 meeting minutes: **Bellemare/O'Dell**; all aye.

- IV. **Correspondence:**

Received a 1/3/17 Board of Selectmen memo appointing Susan Cable to the Community Media Center Building Committee as a non-voting member to represent the Friends of Beacon Falls Library.

- V. **Public Comment**

Vice Chair Annette Bosley-Boyce asked three times if there was any other public comment and there was none at this time.

- VI. **Friends' Report:** Sue Dowdell

Thanked Wanda and Martha for helping out at the Toy School production; approximately 250 attended the performance on January 6th at Woodland Regional High School. WRHS media students recorded the play and she will pass on the link when it's available.

The Friends are investigating "I support BFPL" clings/decals as a fundraiser.

April 1st wedding dinner show fundraiser was discussed, 32 tickets sold so far.

The CCF Give Local campaign will be on April 25 & 26 donations received will be designated to STEAM programs.

The pancake breakfast co-sponsored with the Beacon Falls Lions Club will change to a breakfast with Santa in December.

VII. **Building Committee Report** - Darlene Ragozzine not attend last meeting

D. Ragozzine commented that all the news was published in the paper in a good article with an update of the committee's activities and background information.

S. Dowdell added that the committee: recommended to BOS that \$60K be put in the FY17-18 budget to hire an architect for schematic plans; sent a letter to BOS asking for a full accounting of monies spent/left from the bond from original property purchase in 2008; and, sent letter to BOS requesting information/report on Belfor visit to Wolfe Ave property.

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

A. December Service Reports:

- The best attended children's programs last month included the Gingerbread House Decorating program and the Youth Theater Group rehearsals.
- The best attended adult program last month was "Scents and Sensibility"
- Since the library receives grant funding for programs some years, and not others, reporting of program attendance compared to previous year may be skewed. S. Dowdell asked the Board to consider a change in the comparables to a Five Year average instead of a direct comparison to the prior year.

B. December Financial Report/Bills Paid:

- 50% of the budget year has passed. Most line items are within expected limits.
- S. Dowdell is watching the computer line item. The laptops are showing signs of wear. Dowdell requested at the Board of Selectmen meeting that she be allowed to switch the use of approved capital project funds from replacing the circulation staff computers to replace 2 laptops instead. The Board of Selectmen agreed.

C. Approval for any Bills to be Paid from the Library Board checking account:

S. Dowdell requested the Library Board pay for copies of brochures.

Motion to pay up to \$200 from the Library Board checking account for 250 copies of each brochure: **Ragozzine/Bellemare:** all aye.

D. Other Library related news:

- Robotics Practice FLL Challenge group will begin meeting on Wednesday, January 11th. This group will compete in the First LEGO League in the Fall.
- A newly formed Chess Club will begin in February and meet for 8 weeks on Thursdays.
- Thank you to Parks & Recreation for their continued collaboration with the library for these and other programs this year.

IX. Old Business

A. CT State Library Board of Trustee's listserv: Erik Dey N/A

B. Current policy review – BFPL Emergency Closing Policy: E. Dey
E. Dey emailed revisions to the Trustees for their consideration.

D. Ragozzine asked about the number of people coming to the library in the evening. S. Dowdell explained the staff counts the patrons at the library twice per year to gather data for the state report.

Motion to accept the BFPL Emergency Closing Policy with additions: Ragozzine/O'Dell; all aye.

C. Hazard Mitigation Plan/Emergency Preparedness for Library - tabled

D. Current Policy Review - Computer Usage - Code of Conduct - status
S. Dowdell noted they are waiting for feedback from the town attorney.

E. FY 2017-18 Budget
S. Dowdell will get more details including the need for quotes on any capital plans. Budget submissions are due on February 28.

S. Dowdell reported the Youth Theater Group leads met to discuss lessons learned. The group may start up again in February with a showcase in June. Parents will do more, Library Director will have a lesser role.

X. New Business

A. Director's Schedule - S. Dowdell requested guidance on how to account for her time spent at BOS meetings. The Library Board of Trustees advised her to account for her actual time spent at the meetings should be noted on her time sheet.

D. Smith inquired about posting library information on social media; who does postings, when and on what groups. S. Dowdell explained that she does the postings for the library and Friends on their respective Facebook pages as well as the You Know You're From Beacon Falls pages and relies on users to "Share" to reach further.

XI. Executive Session (if needed)

XII. Announcements/Adjournment:

The next regular monthly meeting will be held **Wednesday, February 8, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:57: Bellemare/Ragozzine: all aye.

Respectfully Submitted,
Martha Melville, Library Board Clerk

CLOSING POLICY

PURPOSE:

The Beacon Falls Public Library is a public service institution, and every effort is made to maintain regular hours for the public. There are circumstances, however, where conditions make it impossible to do so. These include, but are not limited, to severe weather, declared state of emergency, utility disruptions, natural disasters and/or when there is a general emergency within Beacon Falls. In all cases, the safety of employees and the public will be the primary consideration. With this in mind, the following procedures have been set up as guidelines to follow in the case of these circumstances.

POLICIES:

- Inclement weather: The Library acts to ensure the safety of its patrons and its employees during inclement weather. The Library will not automatically close or delay opening based on any other institution's actions. All decisions to delay opening, remain closed or close early will be made by the First Selectman in conjunction with the Chairperson of the Library Board of Trustees. Decisions will generally rely on actual observed conditions rather than predictions and shall be based on:
 - General conditions of roads in the area.
 - Condition of the Library's parking lot and walkways.
 - Availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least two staff members.
 - Condition of the building's equipment.
 - Requests for closure by local or state law enforcement agencies.
- Procedures during inclement weather events:
 - If there is a “plowable” event (plows on road), the senior staff member on duty should call the Library Director. If the Library Director is not available due to being out of town, then the Assistant Librarian is in charge (staff-member-in-charge).
 - The staff-member-in-charge will call the Library Board Chairperson who will contact the First Selectman to make a determination whether/when to close. If the Library Board Chairperson is unavailable, then the staff-member-in-charge shall call the Vice Chairperson. In the event that the Chairperson and Vice Chairperson are unable to be contacted, the staff-member-in-charge will contact the First Selectman directly.
 - In the event that the First Selectman is unable to be contacted, the Library Board Chairperson, or Vice Chairperson, will make a determination and will relay decisions to the staff-member-in-charge.
 - Once the determination is made, the staff-member-in-charge shall call all other staff members on duty and then notify the media.
- Scheduled Closings: There are instances when the library will be closed for staff professional development or on Saturdays during holiday weekends. These closures will be approved, in advance, by the Library Board of Trustees, with notice given to the First Selectman.

Compensation

- Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees

are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time.

- If the Library is closed due to emergency conditions, employees regularly scheduled to work 20 hours or more a week will be paid for their scheduled hours. Hourly employees who are absent due to scheduled day off, vacation time, holiday time; illness or other leave will not receive pay for the time the Library is closed.
- All employees at the Library when it is closed will be paid for the remainder of their time period for that day.

Adopted March 16, 1995

Revised and approved January 11, 2017