



The Beacon Falls Public Library

Library Board of Trustees

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February 8, 2017 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chair Erik Dey 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: Chairman Erik Dey, Vice Chair Annette Bosley-Boyce,
Secretary/Treasurer Anne O'Dell, Randi Bellemare

Trustees absent: Darlene Raggozine, Denzell Smith

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to accept the February 8, 2017 agenda: **Bellemare/O'Dell**; *no discussion*, all aye.

- III. **Approval of Minutes:** January 11, 2017 - tabled as there was no quorum to approve

- IV. **Correspondence:**

Letter from ACLB to renew membership

- V. **Public Comment**

Chair Erik Dey asked three times if there was any public comment and there was none.

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

The Friends have not met since the last Library Board meeting.

S. Dowdell reported that 60 tickets have been sold for the April 1st fundraiser.

- VII. **Building Committee Report** - Sue Dowdell reported for Darlene Raggozine

a. Officers chosen: Mike Krenesky - Chair, Doug Bousquet – Vice Chair, Arlene Brumer – Secretary

b. Instructed clerk to send a letter to T. Broesler (cc'ing BOS) requesting \$100,000 to be put in the FY 2017-18 budget for hazardous material abatement & demolition of structures and \$60,000 for architectural services.

c. Subcommittee chairpersons named: D. Raggozine for media center component, D. Bousquet for community center component of project.

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

A. January Service Reports:

- 1) The best attended children's program was the *Toy School* play put on by the Youth Theater group. The group has started up again but split by ages (grades 3-5 and 4 years to grade 2); they will meet every other week.
- 2) *Robotics* began in January and will continue through the end of April.
- 3) The best attended adult program was *Sumptuous Soups by Chef Ray* and the Rotary Club co-sponsored program, *The History of Beer Brewing in CT*

B. January Financial Report/Bills Paid:

- a. With 58% of the year finished, we are within expected limits on most line items.

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

- a. ACLB membership - \$100

Motion to pay \$100 from the Library Board checking account to renew ACLB membership: O'Dell/Bellemare; no discussion; all aye.

S. Dowdell requested up to \$50 from the Library Board checking account for Robotics materials. She noted that any donations from this year's CCF Give Local Campaign will be earmarked for STEAM programming.

Motion to authorize S. Dowdell to spend up to \$50 from the Library Board checking account on materials for Robotics: Bellemare/O'Dell; no discussion; all aye.

D. Budget Transfers

M. Melville has been able to do Library Board business while working in the First Selectman's office, as time allows. As a result, the clerk line has unexpected unused funds. S. Dowdell requested the following budget transfers:

- 1) Transfer of \$200 from clerk line item (10-90-69-1040) to the Professional Development line item (10-90-69-1800)
- 2) Transfer of \$200 from clerk line item (10-90-69-1040) to the Computer Support line item (10-90-69-1060). This will be needed for installation and required software fees for the purchase of 2 new laptops.

Motion to approve the budget transfer one-time requests from the clerk line as stated above and forward to the Board of Selectmen for approval:

Bellemare/Bosley-Boyce; no discussion; all aye.

E. Other Library related news:

- Report of Patron Attendance when Town Hall is closed (as requested by D. Ragozzine): Data not yet compiled. Topic tabled until next month
- S. Dowdell has been working on developing the order for the two new patron laptops and associated software, to be paid out the capital projects line item.
- Work on the findIT CT statewide library catalog (<https://finditct.org>) continues. More than 200 libraries are now represented in the catalog. A basic Interlibrary Loan (ILL) system is expected to be rolled out in the first half of 2017. This will allow library staff to initiate and respond to ILL requests more efficiently. BFPL has been without this system for over 1½ years.

- Received information about the Governor's budget; S. Dowdell noted the library building construction money was still in the budget

IX. Old Business

- A. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- B. Hazard Mitigation Plan/Emergency Preparedness for Library - NTR
- C. Current Policy Review - Computer Usage - Code of Conduct - status - NTR
- D. FY 2017-18 Budget
 - 1. S. Dowdell presented the budget for the Library Board's approval which included the following assessment of deliverIT CT Delivery Service:
 - a. State Consultant assessed historical/current C CAR/DeliverIt operations and came up with four major recommendations:
 - i. The service cannot operate effectively with current resources
 - ii. The system needs to be redesigned to meet demands, rather than reduced service to meet resources
 - iii. While CT instituted a 5 hold limit on patrons, other states do not restrict as severely. Most have a 20-50 item hold limit.
 - iv. Significant contributions by participating libraries will be necessary to meet the demand.
 - b. S. Dowdell's opinion was that we will see a \$1000-\$1200 yearly fee for 2 days/week delivery. Currently there is no charge to the town for this service.
 - 2. Capital Plan request—\$2000-\$2500 to replace 2 staff desktop computers (2010 vintage). – due by Feb 18 to the Finance Manager. Working on getting 'reliable' quote from Bibliomation. These will also require new scanners and new Microsoft Office licenses.

Motion to forward the FY 2017-18 library budget as presented: Bellemare/O'Dell; no discussion, all aye.

X. **New Business** - none

XI. **Executive Session (if needed)**

XII. **Announcements/Adjournment:**

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

Motion to adjourn the meeting at 7:46: Bosley-Boyce/Bellemare: no discussion, all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk