



The Beacon Falls Public Library

Library Board of Trustees

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March 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 7:00 p.m.

Trustees present: Chairman Erik Dey, Secretary/Treasurer Anne O'Dell, Randi Bellemare, Denzell Smith, Vice Chair Annette Bosley-Boyce (arrived 7:05)

Trustees absent: Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

S. Dowdell added A. Library Closure on Thursday May 4 under New Business

Motion to accept the amended March 8, 2017 agenda: **Bellemare/Smith**; *no discussion*, all aye.

- III. **Approval of Minutes:** January 11 & February 8, 2017 - tabled as there was no quorum to approve

- IV. **Correspondence:** none

- V. **Public Comment**

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

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

- a. Renewed New Britain Museum pass & purchased extra state park pass.
- b. Funded Chef Ray's soup presentation using donation from FoBFL member Martha Melville's Pampered Chef fundraiser.
- c. Funding April 1st Henna program for Grades 6-12, partly with a donation from Friends lifetime member Joanne Pelkey; organized by teen advisory group.

- d. Designed Library Logo window clings for those who support the library (cost will be \$1 or given to sponsors). Also reordering leather bookmarks with Friends logo.
- e. April 1st wedding dinner: 118 tickets sold. New full price is \$55/ticket; discounted from the full price due to the number of sponsors and companies who donated. The Friends received a \$1,000 challenge grant from CCF.

VII. **Building Committee Report** - Darlene Ragozzine/S. Dowdell – While neither member were in attendance, these notes come from the posted minutes:

- a. Five members attended, along with one member of the public
- b. Discussion to update all members of the committee on previous meetings (budget proposal, election of officers).
- c. S. Ruhl presented ideas from his 8th grade Region 16 students: place to be with friends, desire for kitchen area for culinary classes, having a stage for drama programs/activities; space to create/listen to music and to learn together and complete school projects.

A. Bosley-Boyce asked if there are other libraries combined with a community center; S. Dowdell noted Danbury Library. A. Bosley-Boyce also commented about Woodbury Library's play space. S. Dowdell commented that there's no space in our current library for something like that.

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

A. February Service Reports

- Best attended children's programs (besides the regular Theater, Robotics and Chess groups) were Take Your Child to the Library Day – with drop-in craft as well as a Valentine craft; Science Snoopers – learning about the octopus. There were also three preschool story time programs held in February.
- Best attended adult programs were: Iceland, Pathways to Publishing, and Legal and Financial Issues for Caring for the Aging
- computer usage down was as economy improves and people have their own internet or have jobs now and no time to come to use the library computers
- school age population has decreased overall over the past 5 years
- ILL still impacted due to decline in service
- starting in July, the service reports will show a 5-year average rather than compare with the prior year, which will improve the accuracy of the report

B. February Financial Reports/Bills Paid

- 67% of the year has passed. Library budget numbers are on track.
- The nominal materials fee that is charged for the adult crafts has helped attendance as those who want to attend must pre-pay. In the past, people had signed up and then decided not to attend.

C. Approval for any Bills to be Paid – nothing to report

D. Budget Transfers – Board of Selectmen approved, Board of Finance has not yet met due to lack of quorum.

E. Other Library related news

1. Patron Attendance Data – postpone discussion to April meeting

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

S. Dowdell indicated all materials have been sent to the Finance office and she has met with J. Rodorigo, the Finance Board Liaison to the Library, to discuss.

X. New Business

A. Library Closure on Thursday May 4

S. Dowdell requested that the 3 fulltime staff members be allowed to go to CLA conference in Mystic on the same day as there were more interesting topics offered on the first day. This will also save on mileage by driving together.

Motion to close the library on Thursday May 4 for staff to attend the CLA Conference in Mystic, pending approval of First Selectman: Bellemare/O'Dell; no discussion, all aye.

XI. Executive Session (if needed)

XII. Announcements/Adjournment:

The next regular monthly meeting will be held **Wednesday, April 12, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:30: O'Dell/Bellemare: no discussion, all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk