



The Beacon Falls Public Library

Library Board of Trustees

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April 12, 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 7:06 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.

S. Dowdell requested that B. Discussion of Library Board recommendations to the building committee and C. By-laws be added under X. New Business.

Motion to accept the amended April 12, 2017 agenda: **Bellemare/O’Dell**; *no discussion*, all aye.

- III. **Approval of Minutes:** January 11, February 8, & March 8, 2017

There was no quorum present to approve the January 11, 2017 meeting minutes however those who attended this meeting reviewed the minutes and deemed them correct.

Motion to accept February 8, 2017 meeting minutes: **O’Dell/Bellemare**; *no discussion*, all aye.

Motion to accept March 8, 2017 meeting minutes: **Bellemare/Bosley-Boyce**; *no discussion*, all aye.

- IV. **Correspondence:**

- a. ACLB newsletter
- b. Copy of email from D. Raggozine resigning from the Community Media Center Building Committee

- c. Email received from M. Melville requesting appointment to CMC Building Committee to represent the Library Board
- d. Email from David Pokras expressing his desire to be on the CMC Building Committee

V. Public Comment

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

VI. Friends' Report: Sue Dowdell

Friends held their very successful Spring Fundraiser on Saturday April 1st at the Firehouse. They are planning their book/bake sale for Friday June 2 & Saturday June 3.

VII. Building Committee Report - Darlene Ragozzine

- a. S. Dowdell reported that the Committee has requested funds for pre-referendum architectural services. The Board of Finance and First Selectman agreed to leave out of capital projects for the year. Once the committee is prepared, there will be a town meeting to approve funds.
- b. Building Plan for library portion of the project needs to be completed. S. Dowdell met with E. Dey on April 12.

VIII. Library Director's Report: Susan Dowdell

A. March Service Reports

- 1. The best attended children's programs were the Leprechaun Trap craft, the chess club and the theater group.
- 2. The best attended adult programs last month were "It Happened in Connecticut," the Decorative Sign Craft and the Irish History program presented by our First Selectman (Thank you, Chris!)
- 3. The "A Place Called Hope" presentation on owls was a great family program at St. Michael's Lyceum with 41 adults and 18 children in attendance.

Upcoming programs:

a. Next week:

- 1. Theater group continues
- 2. Chicken Talk – full
- 3. Fairy/Troll House on Saturday

b. Following weeks:

- 1. Art Exploration for Grade 3 and up
- 2. Vase Craft for adults – full
- 3. Last Robotics will be on April 26 until summer, parents attend
- 4. Katharine Hepburn talk on May 2

B. March Financial Reports/Bills Paid

- 1. With 75% of the year finished, we are within expected limits.
- 2. A purchase order for replacement of 2 patron laptops via the FY16-17 capital budget was recently submitted for the computers to be ordered

and all installation should be completed next month.

3. Program Librarian got a Cricut die cutting machine to save staff time.

C. Approval for any Bills to be Paid - none at this time.

S. Dowdell will bring a proposed FY17-18 library board checking account budget to be discussed at the May 10 meeting.

D. Budget Transfers- two transfers were approved

E. Other Library related news

1. Patron Attendance Data – S. Dowdell presented collected data comparing 2015-2016 data with the two different time periods (6 weeks in Fall 2016 and 3 weeks in January 2017). The results are strongly tied to programming.
2. Teen Advisory Group: three 8th graders are working with S. Dowdell as an advisory group. They have identified two programs for their age level. One held on Saturday, April 1st, had 20 young adult attendees. They planned a Pizza and Movie event for vacation week. They plan to present the idea of creating a 'Lending Library' at the Pent Road Rec Field. at the next Parks and Recreation Commission meeting
3. Rebecca Sandler, a recent MLS graduate from Simmons College, is volunteering for ½ day on Mondays, to learn more about public libraries.
4. State Budget impacts: Governor Malloy has proposed eliminating 'borrowIT' funding which allows library card holders to use any library in the state. The statute that allows this to happen requires that the loaning libraries are compensated for the costs associated with essentially providing services to people from out of town — staff time, operations time, the cost of materials. Funding under this program has been reduced throughout the years. Last year we received \$129; this year it is \$109. The deliverIT program is supported by a federal grant of about \$400,000 that is available only if the state maintains a program such as borrowIT. Without enough borrowIT funding in place, the grant could be in jeopardy. Eliminating the borrowIT funding could mean the end of inter-library loan in Connecticut.

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

Motion to accept the revised BFPL Code of Conduct policy as presented:
Bellemare/Bosley-Boyce; no discussion; all aye.

Motion to accept the revised BFPL Computer Usage policy as presented:
Bosley-Boyce/Bellemare; no discussion; all aye.

D. FY 2017-18 Budget

- a. E. Dey and S. Dowdell attended the Board of Finance's March 30 Budget Workshop to explain the library budget and answer questions.

X. New Business

A. Community Media Center Building Committee Representative

E. Dey explained that with the resignation of D. Raggozine the Library Board needs to name a new representative to the Community Media Center Building Committee. He stressed the need for the representative to be the voice for the Library Board and be familiar with the library.

Motion to recommend to the Board of Selectmen that Martha Melville be appointed as the Library Board of Trustees representative to the Community Media Center Building Committee: **Bellemare/Bosley-Boyce**; *no discussion*; all aye.

ACTION: Chairman Erik Dey will write letter to the Board of Selectmen requesting that Martha Melville be appointed as the Library Board of Trustees representative to the Community Media Center Building Committee.

B. Library Board recommendations to building committee

Discussion about space requirements for the library piece of the building based on the CT state space planning guide.

Motion to approve space required by library as presented and have Martha Melville bring to CMC Building Committee: **O'Dell/Bellemare**; *no discussion*, all aye.

C. By-laws review

S. Dowdell suggested removing Article III, Removal, Resignation, Replacement of Trustees from the current By-laws because you can't remove a Trustee who is an elected official.

ACTION: Chairman Erik Dey will request that all the Trustees review the Library Board by-laws and bring recommendations to the May10 meeting.

XI. Executive Session (if needed)

XII. Announcements/Adjournment:

The next regular monthly meeting will be held **Wednesday, May 10, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 8:08: **Bellemare/O'Dell**; *no discussion*, all aye.

Respectfully Submitted,
Martha Melville
Library Board Clerk