



# The Beacon Falls Public Library

## Library Board of Trustees

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### May 17, 2017 Special Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chair Erik Dey called the Special 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

Trustees absent: Vice Chair Annette Bosley-Boyce , Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed but cannot be changed as this is a Special Meeting.

- III. **Approval of Minutes:** April 12, 2017 - tabled

A quorum who attended the April 12, 2017 was not present to approve the minutes.

- IV. **Correspondence:**

- a. Email from Finance office with proposed municipal budget and request for Department heads to identify possible areas to cut budget request
- b. Board of Selectmen letter dated 5/16/17 appointing Martha Melville to the Community Media Center Building Committee as the Library Board representative.

- 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. Consolidated their various accounts and deposited additional funds into the Connecticut Community Foundation.
- b. Actively working toward the June 2-3 book/bake sale.
- c. Raised \$1,675 for STEM and Arts programs via the CCF's Give Local campaign in April
- d. Planning for their president, Paula Pelletier's departure
- e. Created Library Clings to be distributed

VII. **Building Committee Report** - M. Melville & S. Dowdell

The committee met on 4/24 and 5/3. Waiting for the community center piece of design plan requirements which may include a basketball court. Still uncertain about the referendum date to request \$50,000 from the Fund Balance for schematic plans for the project. Questions remain about accounting for the original \$50,000 set aside from the house purchase for administrative fees.

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

A. April Service Reports

1. The best attended children's programs were the Teen Advisory groups programs (Pizza & Movie and their Henna program) and the final Robotics class which was held on April 26<sup>th</sup>. The team is taking a 2 month hiatus and will begin again on June 26<sup>th</sup>.
2. The best attended adult programs last month were on Backyard Chickens, Beekeeping, and Vase Decorating.
3. "Jester Jim" was a great family program held at St. Michael's Lyceum during the school vacation. Another well attended family program was the DEEP presented fishing program.
4. Chair E. Dey expressed his concern about the steady decline in circulation. S. Dowdell pointed out several contributing factors: school enrollment has decreased by 25% in the past 5 years; children are over booked with activities; Region 16 schools have their own media specialists, and the DeliverIT service has been cut from 5 days/week to twice/week. She also noted that this trend is statewide.

Upcoming programs:

Children's

- 3 Flanders Nature Center programs- cosponsored by Parks & Recreation: Insects & Owl investigations & Eggs to Legs
- Art Explorations – Wall Art
- Story Time session May 12<sup>th</sup> - June 16<sup>th</sup> (8 attended first session)
- Extensive Youth Theater group rehearsals (29 children participating)

Adult

- Summer wreath on May 18<sup>th</sup>
- Backyard Grilling with Chef Ray on May 20<sup>th</sup>
- Tories and Spies on June 6<sup>th</sup>

B. April Financial Reports/Bills Paid

1. With 83% of the year finished, we are within expected limits.
2. 2 patron laptops have been purchased via the FY16-17 capital budget and have been partially set up. Need to purchase 2 additional pieces of software and expect installation will be completed by June 1.
3. All patron laptops will have Windows 10 and a new version of Deep Freeze which will save time when performing future updates.

C. Approval for any Bills to be Paid

S. Dowdell presented a proposed FY17-18 budget for the Library Board checking account which includes paying bills to Citizen's News, Crystal Rock, and ACLB dues as well as holding funds for use of the Teen Advisory and Theater Groups.

S. Dowdell noted that the funds raised by the Friends from the CCF Give Local campaign will be deposited into the Library Board checking account to facilitate payment of bills related to STEAM programs for which they were designated.

Motion to adopt the FY17-18 budget for the library board checking account as presented and authorize the Library Board Chairman to pay bills as designated when they come due: **Bellemare/O'Dell**; *no discussion*, all aye.

Motion for the Library Board of Trustees to recess at 7:24 p.m. to attend the Town Meeting: **Bellemare/Smith**; *no discussion*, all aye.

Motion to reconvene the Library Board of Trustees Special Meeting at 7:43 p.m.: **Bellemare/Smith**; *no discussion*, all aye.

#### D. Other Library related news

1. Newsletter was published by Citizens News.
2. Staff attended the CLA conference on Thursday, May 4<sup>th</sup>
3. Staff will assist during Laurel Ledge Battle of the Nutmeg Books in late May / early June
4. S. Dowdell will attend an "Escape Room" workshop on 5/24 and a couple of human resources trainings
5. S. Dowdell attended a meeting with LRMS staff and has a school visit planned with the Laurel Ledge media specialist to discuss summer reading
6. As approved last fall, the library will be closed on Saturday of Memorial Day weekend. Request that FY 17-18 library closings be place on agenda for September meeting
7. Library staff will attend a mandatory town employee Heat Stroke Prevention training on 5/31. The library will open at 11 a.m. that day.
8. Library will be closed on Monday, July 3 as an approved town hall staff floating holiday
9. S. Dowdell discussed her list of potential cuts to the library budget, which will be available to the Board of Finance if asked. There is a Public Hearing for the FY 17-18 Municipal Budget scheduled for Wednesday May 24 at 7 p.m. at WRHS Auditorium.

#### IX. Old Business

A. CT State Library Board of Trustee's listserv: Erik Dey - NTR

#### B. Review of By-laws

The Trustees reviewed the current by-laws which were adopted on April 13, 2016. It was agreed to remove Article III Removal, Resignation, Replacement of Trustees because Trustees were elected and cannot be removed as stated in the by-laws, and renumber the Articles that follow.

Motion to accept the Library Board of Trustees By-laws with the removal of Article III Removal, Resignation, Replacement of Trustees and renumber the Articles accordingly: **Smith/Bellemare**; *no discussion*; all aye.

X. **New Business**

A. Set date for Library Director evaluation and meeting with staff

**ACTION**: Chair E. Dey will poll the Trustees via email on their availability in the month of June to meet with the Library Director and staff, if they request to meet with the Board.

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

XII. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, June 14, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 8:05 p.m.: **Bellemare/Smith**; *no discussion*, all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk