



The Beacon Falls Public Library

Library Board of Trustees

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June 28, 2017 Special 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 Assembly Room of the Beacon Falls Town Hall at 5:35 p.m.

Trustees present: Chairman Erik Dey, Vice Chair Annette Bosley-Boyce, Secretary/Treasurer Anne O'Dell, Denzell Smith

Trustees absent: Darlene Raggozine, Randi Bellemare

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

- III. **Approval of Minutes:** April 12, 2017 & May 17, 2017

A quorum was not present of the Trustees who attended the April 12 and May 17 meetings to formally approve the minutes. It was agreed to accept the April 12, 2017 and May 17, 2017 meeting minutes as correct as presented.

- 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:** Martha Melville

Met on June 13; no meetings until September

Book/bake sale held June 2 & 3 made \$800 from book sales, donations and bake sale;

President Paula Pelletier stepped down as she's moving out of state

will have a spot at July 8th's Family Fun Night offering baked goods

Pumpkin Painting event set for October 28

Will add a photo contest for middle and high school students to Nov 4 fair event

VII. Building Committee Report: Martha Melville

The committee met on May 22: the Wolfe Ave house is boarded up, water line for community garden use was fixed, sewer line was cut and capped; awaiting input on recreation piece to project; one restoration company checked out the house for potential salvageable items; continued to have questions about what happened to the original funds set aside for the building project included with the purchase of the house. S. Dowdell noted that Finance Manager T. Broesler reviewed the original call and determined that the funds were only for the house purchase and related bonding costs.

The committee met on June 26: a salvage company in NY is still interested in the Wolfe Avenue house and will try to visit the house sometime this summer; Mike Krenesky, Doug Bousquet and Steve Ruhl plan to meet before the next committee meeting to discuss the community center requirements.

VIII. Library Director's Report: Susan Dowdell

A. May Service Reports

1. The best attended children's programs were the Battle of the Nutmeg Books for grades 4-5 at Laurel Ledge and the Youth Theater group. The theater group performed at the Carnival on 6/10/17 and on 6/16/17 for parents.
2. The best attended adult programs last month were Chef Ray's grilling program and the Connecticut Historical Society's talk about Katharine Hepburn.
3. Attendance was 4-6 children per session during the 6-week story time on Fridays.

B. May Financial Reports/Bills Paid

1. With 92% of the year finished, we are within expected limits.
2. Two new patron laptops, funded via capital projects, are fully in service. All laptops are updated to Windows 10 and Office 2016. One old laptop is designated for use for movies and program presentations.

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

D. Other Library related news

1. S. Dowdell met with all students at Laurel Ledge to discuss summer reading on 6/14. There are only 100 summer reading bags and 72 have signed up so far.
2. State Library is suspending DeliverIt service from June 19-July 17th. They are trying to get all materials back where they belong. Patrons may go to other libraries to pick up books. There will be no pickups July 3-17.
3. S. Dowdell notified the Board of Selectman that she will most likely have to ask for a transfer request for the computer line item. The BOS/BOF cut the library's proposed \$4375 computer line item for FY 17-18 during the June 5th budget meeting. Bibliomation fees increase 5% each year. Additional protective software purchased this fiscal year must be renewed each year. The State of Connecticut will also be reinstating the fees for the Interlibrary Loan software (FindIt) as well. S. Dowdell noted that no state budget was in place

and library funding is still in jeopardy.
4. Evaluations for staff have been completed. Goals are being finalized.

IX. Old Business

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

X. New Business

XI. Meet with Library Staff Individually in Executive Session, if available

BFPL staff not available for this session.

XII. Evaluation of Library Director in Executive Session

The Library Board of Trustees invited Susan Dowell to their Executive Session.

Motion to commence executive session at 5:52 PM: Bosley-Boyce/Smith; no discussion, all approved.

Motion to terminate executive session at 7:06 PM: O'Dell/Smith; no discussion, all approved.

XIII. Announcements/Adjournment:

The next regular monthly meeting will be held **Wednesday, September 13, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:06: Smith/Bosley-Boyce; no discussion, all aye.

Respectfully Submitted,
Martha Melville
Library Board Clerk