



# The Beacon Falls Public Library

## Library Board of Trustees

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### September 13, 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, Vice Chair Annette Bosley-Boyce (arrived at 7:22), Secretary/Treasurer Anne O'Dell, Randi Bellemare, Denzell Smith

Trustees absent: Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to accept the September 13, 2017 agenda as presented: Bellemare/Smith; no discussion, all aye.

- III. **Approval of Minutes:** June 28, 2017 Special Meeting Minutes

A quorum was not present to approve the June 28, 2017 Special Meeting Minutes - tabled

- IV. **Correspondence:**

- a. Letters from First Selectman to L. Piekarski and K. Vardon appointing them as substitute library assistants
- b. ACLB newsletter - seeking members for their board

- V. **Public Comment**

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

- VI. **Friends' Report:** met on September 12

- a. FoBFL Membership Drive is taking place this month. Trustees are invited to become members. S. Dowdell encouraged the Board to recruit member for the Friends.

- b. FoBFL sponsored the Watercolor class presented by Rich DiCarlo which was held on 9/5. Participant fee was only \$3 due to FoBFL sponsorship. 26 spots filled quickly with 13 more on the wait list. There will be 5 additional classes planned this fiscal year. Those who were not able to attend will receive first dibs on the spots in November. Class will be offered every other month for a total of 6 classes.
- c. Stairway decorating – A. Enquist received Board of Selectmen approval for FoBFL purchase of clings for the stairwell to indicate the library’s location to visitors. The library is planning to get 8 vinyl clings to put in stairwell. Friends approved up to \$200.
- d. Rhonda Bielik of Friends will hold Pumpkin Painting on Saturday, October 28th
- e. Holiday Vendor Fair and Book Sale will be held on Saturday, November 4th at St. Michael lyceum and will include a photo contest for middle and high school students with cash prizes and ribbons for two winners in each age category and a ribbon for the "People's Choice" winner. There will also be an edible cupcake contest , book/media sale and tea cup auction.
- f. Friends were asked to partially fund black out shades for the assembly room. More information to follow.
- g. Friends renewed their membership to FOCL.

**VII. Building Committee Report: Martha Melville**

The Community Media Center building committee met in June and August, there was no July meeting. Chairman Mike Krenesky presented a draft survey for residents. The committee discussed it and agreed to pare it down to an explanatory paragraph and one question to be asked on Election Day. S. Dowdell and M. Melville were tasked to wordsmith a final version. It was vetted through the town attorney and was sent to the Board of Selectmen for approval. At the BOS Special Meeting on 8/31/17, after discussion regarding the need to have two separate locations in order to vote, it was agreed to take no action at this time. Two polling locations would be needed for town residents who are eligible voters and would get the survey question at the same time as their municipal election ballot and a second polling location for town residents who are not registered voters along with any property owners who do not live in Beacon Falls.

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

**A. June, July August Service Reports**

**1) JUNE:**

- a) There was a 32.89% increase in overall children’s attendance at programs when compared to 2016-2017. Despite reducing the number of preschool story time sessions, there was an 11.39% increase in the number of children’s programs offered in 2016-2017. These increases were mostly due to the Youth Theater and Robotics programs.
- b) The number of adult attendees and number of programs for adults were fairly stable as compared to last year. Our Program Librarian did endeavor to reach out to a wider audience this year. Her goal was to attract male participants so

they numbered at least 10% of attendees. She was very successful in this goal, with men being 31% of the overall audiences.

- c) At their next staff meeting, Library staff will brainstorm ideas on how to increase program attendance and reach different groups.
- E. Dey suggested networking with other library to get ideas.

2) JULY and AUGUST:

- a) Over 100 signed up for the in-house summer reading program for preschool and elementary school children. Over 500 "tickets" were handed in. Each ticket represented an hour reading or toward completion of an extra activity.
- b) 51 students in grades 6-12 signed up for the online summer reading program and logged a total of 233 books. Friends of Beacon Falls Library donated gift cards for random prizes for this group.
- c) Parents of 47 children signed up for the online program for the younger students (grade 5 and below). Those students logged 433 books.
- d) Computer usage this summer was up 92% as we had several pre-teens come in on a regular basis with their friends.
- e) There were no adult programs in the summer. The book club did not meet as there were continuing delivery issues with books.

B. June, July August Financial Reports/Bills Paid

1) JUNE: Almost all line items were within budget.

- a) The Full-Time salary line item deficit was due to vacation time and sick time payouts, which are anticipated by the Finance office each year.
- b) The 1170 library materials line item was over-expended by \$14.03 due to a book being sent by the vendor before its anticipated release date.

2) JULY and AUGUST:

- a) About 17% of the fiscal year has passed. Over 50% of our computer line item has been expended due to fees which are due at the beginning of the fiscal year. In a similar way, over 23% of our materials lines item has been expended.
- b) All other line items are within expected limits.

C. Approval for any Bills to be Paid - None at this time. All items previously approved have been accounted for on the Financial Report as reserved funds.

D. Other Library related news

Staffing: As noted in correspondence, two new substitute library assistants were hired on 8/31/17. Laura Piekarski of Seymour and Kerri Vardon of Beacon Falls have had a two-hour training session on Monday 9/11/17 and will be added into the schedule at least once every pay period to extend that training and build up their skills. Applicants took a pre-interview exercise involving Bibliomation searches, an excel spreadsheet and craft cutting. Those with the 4 highest scores were interviewed. Of those 4, 2 didn't have the flexibility in their schedules to accommodate the library's staffing needs.

- 1) Hoopla – BFPL staff are piloting this new service this month. This is a digital download media service which has comics, music, television shows and movies in addition to eBooks and audio books. The benefit of this service is that there are no holds or waiting periods. Multiple people can check out the same item at the same time. Hoopla will be rolled out to the general public after the CT State Budget is finalized and its impact on the Town’s budget is settled. To cover the costs of the new product, Universal Class and Newsbank were not renewed.
- 2) Staff Professional Development:
  - A. Staff meeting was held on Tuesday, August 29<sup>th</sup>.
    - i. Staff viewed Hoopla training materials and participated in an Emotional Intelligence (EI) activity selected by A. Enquist.
    - ii. Discussion was held about improving communication. A “read me, sign me” binder was later set up for staff to view upon arrival to work each day, rather than have emails sent.
    - iii. Next staff meeting will include a EI activity selected by E. Setaro and will include new substitute library assistants. Staff will also brainstorm ways to publicize events in order to increase program attendance.
  - B. Program Librarian A. Enquist
    - i. Is hosting the CLA Programming Roundtable in the Town Hall Assembly Room from 9:30 – 12:00 on Thursday, October 5<sup>th</sup>
    - ii. will be attending the CLA Children's Section Annual Fall Workshop 2017 in Wallingford from 9:30-4 on Friday, October 13<sup>th</sup>
  - C. Assistant Librarian E. Setaro
    - i. Participated in a Bibliomation presented webinar on Thursday, September 7<sup>th</sup> about sharing our OverDrive Advantage titles (those purchased by BFPL) with others in the consortium. The titles BFPL selects will be able to be used by others and will add to our circulation count. We will only share items that are one copy/one user or are older titles that are less likely to be requested by our patrons at this point in time. Should a BFPL patron request one of these titles, that patron will jump to the front of all holds.
    - ii. Is scheduled to attend CT State Library sponsored Interlibrary Loan workshop in Windsor on Tuesday, October 17<sup>th</sup>. This meeting will give BFPL the opportunity to again request items from ALL libraries in the state after a 2+ year hiatus.
    - iii. Is also scheduled to attend a Bibliomation sponsored Cataloging Maintenance workshop in Weston on Thursday, October 19<sup>th</sup>

## IX. Old Business

- A. CT State Library Board of Trustee’s listserv: Erik Dey - no activity

**Approval of Minutes:** Agenda item to approve June 28, 2017 Special Meeting Minutes was revisited due to the attendance of Annette Bosley-Boyce.

Motion to accept the June 28, 2017 special meeting minutes: **Smith/O'Dell**; *no discussion*, all aye. *R. Bellemare abstained as she was not at the June 28, 2017 special meeting.*

**X. New Business**

- A. Code of Conduct Policy Revisions – S. Dowdell presented a draft of requested revisions for Trustee review. Revisions included citing the state statute which empower the Library Board to make these rules and a paragraph describing abusive language and hate-speech would not be tolerated in the library.

E. Dey was concerned about what the staff should do if they were not comfortable confronting the patron who is being offensive.

D. Smith thought there needed to be more specifics about who is offended.

This topic will be discussed further at the October 11, 2017 meeting.

- B. Material Selection Policy Revisions – S. Dowdell presented a draft of requested revisions for Trustee review. The policy was revised, updated and shortened and the section on unsolicited gifts was excluded and will be addressed in a separate policy.

R. Bellemare requested more time to review this revised policy. The Board will vote on accepting the Material Selection Policy at the October 11, 2017 meeting.

- C. 2018 Library Closings – S. Dowdell presented a list of proposed 2018 closings for Trustee review.

Historically the library has closed the Saturday before Easter and the Saturday of Memorial Day weekend and will be closed on those dates in 2018: March 31 and May 26. These are not paid days off, but staff hours will be scheduled around these closures.

S. Dowdell requested approval from the Library Board to close the library on the Saturday of Veteran's Day weekend: November 10, 2017.

Motion to accept the proposed holiday closure calendar for 2018:

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

- D. Director's Attendance at Meetings

S. Dowdell shared an email she received from Selectman Mike Krenesky questioning why she was being paid to attend meetings (Board of Selectmen, Community Media Center and Library Board) and noted that this email was sent directly to her excluding the other selectmen and Library Board. S. Dowdell forwarded this email to E. Dey.

The Library Board agreed this was highly irregular and should have included others on the email.

E. Dey responded to the email from Selectman Mike Krenesky, stating that the Library Director was directed to attend the Board of Selectmen and Building Committee meetings as part of her job as stated in the Community Media Center charge and the library's strategic plan which was provided to Selectman Krenesky. S. Dowdell noted that according to the union contract, she is not allowed to earn comp time for meetings and it would be paid time.

E. Dey noted that this topic was on the 9/11/17 Board of Selectmen meeting agenda and would like details of what was discussed before giving further direction to the Library Director.

E. Dey advised the Library Director to continue attending meetings as previously directed until told otherwise. This topic discussion will continue at the October 11, 2017 Library Board of Trustees meeting.

Motion for Library Director to continue to be paid to attend meetings as her job requires until otherwise directed: **Bosley-Boyce/O'Dell**; *no discussion*; all aye.

If further communication is received before the next regular meeting, a Library Board Special Meeting may be called.

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

XII. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, October 11, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 8:26: **Bellemare/O'Dell**; *no discussion*, all aye.

Respectfully Submitted,  
Martha Melville  
Library Board Clerk