



# The Beacon Falls Public Library

## Library Board of Trustees

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### October 11, 2017 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Vice Chair Annette Bosley-Boyce 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 7:04 p.m.

Trustees present: Vice Chair Annette Bosley-Boyce, Secretary/Treasurer Anne O'Dell, Randi Bellemare, Marissa Correia, Denzell Smith

Trustees absent: Chairman Erik Dey

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

S. Dowdell requested E. Goals be added under X. New Business.

- III. **Approval of Minutes:** September 13, 2017 Meeting Minutes

S. Dowdell noted a correction on page 5 under X. New Business, C. 2018 Library Closings: "...close the library on the Saturday of Veteran's Day weekend: November 10, 2017" should be November 10, 2018.

Motion to accept the revised September 13, 2017 meeting minutes: O'Dell/Bellemare; no discussion, all aye. M. Correia abstained as she was not at the September 13, 2017 meeting.

- IV. **Correspondence:**

a. Board of Selectmen memo dated 10/3/17 appointing Marissa Correia to the Library Board.

b. Information from ACLB on their fall trustee leadership conference on November 3 at the University of Hartford. S. Dowdell will scan and email this info to the trustees if anyone would like to attend.

Motion to approve payment for ACLB fall conference registration for anyone who wishes to attend: Bellemare/Smith; no discussion; all aye.

V. **Public Comment**

Vice Chair Annette Bosley-Boyce asked three times if there was any public comment and there was none.

VI. **Friends' Report:** met on October 10

- a. Preparing for fundraiser on Saturday Nov 4 St Michael's Lyceum 10-3:30: shopping fair, book sale, cupcake contest and photo contest; invited Board to attend and/or make donation(s)
- b. Researching ways to install additional storage in cabinetry above shelves behind circulation desk, will get quotes from local cabinet makers
- c. There was no full slate of officers for elections, but Wanda Mulinski and Isabelle Culotta agreed to stay on one more year as Vice President and Treasurer, respectively
- d. The Friends agreed to fund \$300 towards renewing Universal Class subscription

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

The Community Media Center building committee still needs input about the Community Center piece. This Saturday the committee will visit the Shelton Community Center to get ideas. Any survey of the residents is on hold until after the election but it's still important to gauge community support for a building project.

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

A. September Service Reports

- 1) Very well attended adult programs last month were Water Color, WW I and Medicare.
- 2) Best attended children programs were related to the Theater group. In addition to regular sessions, they had a craft day to create corner bookmarks to be sold at the FoBFL Vendor Fair.
- 3) The Program Librarian resumed her visits to United Day School for story time and a craft. She also visited the Kindergarten students at Laurel Ledge to read a story and give out library card applications. The children are coming to the library on Thursday, October 12<sup>th</sup> to receive their cards.
- 4) Resident use of the library staff's notary services are increasing. Library staff notarized signatures on 8 documents last month. This is a welcome service offered to the community.

B. September Financial Reports/Bills Paid

- 1) 25% of the year has passed. Computer line item is 53% expended. Most other line items are within expected limits.
- 2) Hoopla is still on hold pending the resolution of the State Budget and its impact on the town budget.
- 3) Universal Class: We Friends of Beacon Falls Library agreed to subsidize after the vendor reduced the annual fee from \$1,500 to \$750.

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

- 1) The two new substitute library assistants are getting familiar with procedures and are on the schedule at least once, if not more, every two weeks.
- 2) Staff meeting was held on September 19, with next meeting planned for November 2<sup>nd</sup>. Staff brainstormed ideas to promote the library services and programs.
- 3) Decals for stairwell have been ordered (paid for courtesy of FoBFL) to better identify the library's location in the building. A WRHS senior also plans to paint book titles on the stair risers for both her senior project and her Girl Scout Gold Award.
- 4) Goals: Both the Assistant Librarian and the Program Librarian have identified goals for this fiscal year.
- 5) Staff time clock: Per C. Bielik: Installation of the physical time clock is complete in Town Hall but the other municipal buildings are still in process. There will be training provided to all members on their use, and department heads will receive special instruction on the abilities they will have to manually input corrections and to view historical data on their subordinates. Target date is for the pay period starting October 30<sup>th</sup>.
- 6) Disposal of obsolete electronics: several very old laptops which were in the media closet had hard drives wiped clean and given to Public Works for disposal, along with two obsolete printers, an old monitor and a scanner.

#### IX. Old Business

- A. CT State Library Board of Trustee's listserv: Erik Dey - N/A  
M. Correia indicated that she would be interested in monitoring the listserv.
- B. Code of Conduct Policy: Approve and Adopt Revision  
A revised Code of Conduct Policy (attached with the minutes) was accepted.  
  
Motion to accept the revised Code of Conduct Policy as presented:  
**Bellemare/Smith; no discussion; all aye.**
- C. Material Selection Policy: Approve and Adopt Revision  
A revised Material Selection Policy (attached with the minutes) was accepted.  
  
Motion to accept the revised Material Selection Policy as presented:  
**Smith/O'Dell; no discussion; all aye.**
- D. Director's Attendance at Meetings - topic tabled

#### X. New Business

- A. 2018 Library Board Meeting Schedule  
The Clerk presented the proposed 2018 meeting schedule for the Library Board to meet on the second Wednesday of the month (except July and August).  
  
Consensus was to change the February meeting date from the 14th to the 21st.  
  
Motion to accept the 2018 Library Board of Trustees meeting schedule as presented with the change from February 14th to 21st: **Bellemare/Correia; no**

*discussion; all aye.*

B. Credit Card Processing

S. Dowdell reported that Finance Manager T. Broesler has submitted an application for a credit card machine for the library to collect patron payments as needed. There are no fees to the Town/Library, all fees are paid by the user. 2.5% of the transaction for credit and debit cards with a minimum of \$2.00. There is a fixed fee for e-checks of \$2.00.

C. Library Strategic Plan - topic tabled

D. Gingerbread Workshop Supplies

Program Librarian A. Enquist requested donations for supplies for the Gingerbread Workshop. S. Dowdell circulated a sign up list. Supplies will be due at the next Board meeting on November 8.

E. Goals: S. Dowdell presented draft goals for the library staff which included:

E. Setaro: to weed non-fiction materials and standardize cataloging of picture book collection

A. Enquist: to be more efficient and reduce prep time for story time by setting up theme packets stored in book boxes to keep all needed materials together and reduce craft prep time by using Cricut machine.

S. Dowdell: action items to fulfill objectives include: provide clear directions for the location of the library and its materials; implement effective strategies to deepen engagement with community members; explore and expand ways information on library services and programs is disseminated to the community; ensure the physical library space is safe and welcoming by decluttering, reorganizing and weeding the collection, as needed; and, continue to improve staff communication and morals through regular staff meetings, updating "read Me, Sign Me" binder, and individual meetings with staff.

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

XII. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, November 8, 2017 at 7:00 p.m.** in the library.

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

Respectfully Submitted,  
Martha Melville  
Library Board Clerk

# Code of Conduct Policy

**PURPOSE:** The Beacon Falls Public Library strives to provide a warm, welcoming and safe environment for all library patrons to use its facilities to the fullest extent during regularly scheduled hours. The Library also seeks to protect the rights of others to conduct library business without interference and to preserve Library materials and facilities. *With that in mind, the Library Board has established the following rules. The Library Board is empowered to make these rules under Chapter 190, Section 11-32 of the Connecticut General Statutes and to exclude from the library any person who willfully violates these rules.*

**POLICY:** Beacon Falls Public Library patrons will adhere to the following guidelines.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, or using library materials and/or equipment may be required to leave the building.
2. Patrons shall not engage in behavior which infringes on the rights of others or interferes with library employees' performance of their duties. Unacceptable behaviors include any form of harassment that could result in physical, emotional or mental injury to oneself or others.
3. *Patrons shall not use abusive, vulgar, offensive, threatening or harassing language. Personal attacks of any kind, or offensive terms that target specific individuals or groups are strictly prohibited. Hate-speech will not be tolerated, including language containing racism, homophobia, sexism, or any other form of hate-speech.*
4. Patrons shall not bring pets or animals into the library, other than service animals.
5. Patrons using the computers and any other sound producing devices shall use headphones.
6. Patrons carrying cell phones shall turn ringers off, or turn them down to their lowest level while in the library. If cell phone use is required, users must move to the hallway or stairwell.
7. Patrons who wish to use the library's computer equipment must adhere to the library's "Internet Acceptable Use Policy."
8. Patrons may obtain water from the water cooler and drink it in the hallway only. Liquid in open containers must not be near any library materials or equipment. Liquids in closable containers and/or food as part of an approved special event or meeting are allowed, as authorized by the library staff. Patrons shall be responsible for any damage caused by food/drink brought into the library.
9. Patrons should realize that the circulation desk is located in the Connie Christensen Children's Room and may not have the lower voice level normally heard within a traditional library. While not a whispering library, the adult fiction and nonfiction rooms are meant to be quieter areas. All patrons and staff should speak in a voice level appropriate to the area and activities within each space in the library so as not to unduly disturb others.
10. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, equipment or any other library property.
11. Patrons shall refrain from bringing scooters, bicycles, roller skates, roller blades or skateboards into the library.
12. Parents or legal guardians of juveniles (i.e. any individuals under the age of 18) shall be responsible and liable for their child's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.
  - A. Juveniles should be at the library only with the knowledge of a parent or legal guardian and shall be engaged in activities associated with the use of the library.

- B. Juveniles who are under the age of eight (8) and vulnerable persons over the age of eight who are unable or unwilling to care for themselves may not be alone in the library and must be accompanied by and at all times be under the supervision of a parent or other responsible caregiver who is at least twelve (12) years of age.
  - C. Juveniles who are age eight (8) to eleven (11) and able to care for themselves may be in the library alone for short periods of time in order to get materials. However, they should not be alone in the library for long periods of time or for programs without a parent or other responsible caregiver who is at least twelve (12) years of age in the building. Library staff cannot act as babysitters nor keep watch over juveniles.
  - D. Library staff will contact parents if a juvenile's behavior presents problems or if any part of this policy is not being followed.
13. Patrons of all ages must leave the library and town hall building at the time of closing. Staff members are instructed to contact the police before leaving when juveniles under the age of 12 are left at the library at the time of closing.
14. Patrons shall abide by all other library policies and directives if the Library Staff. The violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

#### Enforcement of Code of Conduct Policy

**Violations of this policy will result in increasing levels of action determined on a case-by-case basis and shall be at the discretion of the library staff.**

- 1. All patrons will be given one verbal warning**
- 2. Failure to adhere to any warning shall result in expulsion from the library for the remainder of the day**
- 3. Continual violations shall result in suspension of library privileges including computer use**
- 4. Any person denied library privileges may appeal that decision to the Library Board of Trustees either by contacting the Director or by submitting a written request for review to the Board.**

Adopted: November 14, 2012

**Revisions approved: June 10, 2015**

**Revisions approved: April 12, 2017**

**Revisions approved: October 11, 2017**

## ***MATERIAL SELECTION***

**Purpose:** The Material Selection policy guides staff in the acquisition of material that is of current interest and/or lasting value to existing or potential Library users and familiarizes Library users with the principles upon which selection decisions are made for Beacon Falls Public Library collections. This policy is directed toward the development of a well-balanced and up-to-date collection of materials suitable for the community's needs

### **Policy:**

The Library Board of Trustees of the Beacon Falls Public Library generally supports the principles stated in ALA's (American Library Association) *Library Bill of Rights* and its *Freedom to Read Statement*. The Beacon Falls Public Library's ownership of any material does not imply that it or its staff endorses the ideas or points of view contained therein.

Responsibility for selection of all material rests with the Library Director. He/she consults professional reviewing sources and considers recommendations from staff, individuals and groups when determining whether an item will be added to the collection.

The following criteria will also be considered during the selection process:

1. Relevance to the present or anticipated needs and interests of the community.
2. Permanent value as resource material.
3. Format of the material and its relation to existing material in the library collection.
4. Suitability of format for library use in the community.
5. Price of the material and availability of funds.
6. Literary style, accuracy of information, reputation of the author.

It is the goal of the Library to build a balanced collection characterized by materials of current popular interest as well as materials of permanent worth. While popular demand is a significant basis for selection, it must be borne in mind that many great works of scholarship and literature are keystones of modern knowledge and culture but may not necessarily be high-demand items. It is Library policy to select, along with popular-demand items, materials of permanent value.

Textbooks will not be considered for purchase unless such items constitute the best available source of information in a subject. Such materials must serve the general public and the adult learning community in order to be considered.

Every attempt will be made to procure as many copies of title as possible for student projects or community activities through our state-wide library systems. However, multiple copies cannot be purchased in response to student academic projects or related work, which the school curriculum should properly be expected to meet.

It is not the Library's policy automatically to replace every item when lost or worn out. Need for replacement is weighed in relation to the number of duplicate copies already owned; existence of adequate coverage in the subject field; other similar materials in the collection; and the demand for

the specific author, title or subject. It is often more desirable to purchase more up-to-date materials than to continue replacing older ones.

Originally adopted and posted on library website on/before: September 2008  
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