



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 -1441 • fax: (203) 729 - 4927

beaconfallslibrary@yahoo.com

www.mybflib.org

November 8, 2017 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order:** 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. with the Pledge of Allegiance to the flag.

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

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

- III. **Approval of Minutes:** October 11, 2017 Meeting Minutes

Motion to accept the October 11, 2017 meeting minutes as presented: Bellemare/O'Dell; no discussion, all aye. E. Dey abstained as he was not at the October 11, 2017 meeting.

- IV. **Correspondence:**

a. Newsletter from ACLB

- V. **Public Comment**

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

- VI. **Friends' Report:** will meet on November 14

- a. Shopping fair, book sale, cupcake and photo contest fundraiser on Saturday Nov 4 was a success
- b. Exploring putting cabinets up above the shelves for additional program material storage.
- c. Kudos to Assistant Librarian Liz Setaro who coordinated the Photo Contest for the Friends' fair.

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

The Committee didn't meet in October but the Chairman and M. Melville visited the Shelton Community Center and Library on October 14. We will discuss at our next meeting.

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

A. October Service Reports

- 1) Several adult programs had excellent attendance: over 25+ attendees at the talks on Appalachian Trail and Witches in Connecticut. The Wine Glass Centerpiece program was so popular another one was offered.
- 2) Children's programs were also very well attended:
 - A. Halloween story time sessions (combined attendance of 30+ children.)
 - B. Pumpkin carving and pumpkin painting (total of 38 participants)
 - C. Visit by the Program Librarian to Kindergarten and the students' visit to the library.
 - D. Theater group and Robotics
- 3) Almost all other areas are seeing increases as compared to the same month last year. Note especially that despite there being fewer Kindergarten students, our children's library card registrations are up over 30%.

B. October Financial Reports/Bills Paid

A third of the fiscal year has passed. Professional Development line item is being used more now. It is next to impossible for staff to be out of the library during summer reading. All other line items are within expected limits with the exception of the computer line item due to required fees paid earlier in the fiscal year.

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

D. Other Library related news

- 1) Staff was trained on using the new time clock system at the November 1st staff meeting. It is being used in a practice mode at this time, but will be fully functional in December.
- 2) Our circulation system, EVERGREEN, will be offline on Thursday evening and all day on Friday for an update.
 - a. Patrons will be able to see their history of holds in addition to items checked out.
 - b. Patrons will be able to exclude electronic (downloadable) titles when searching and can easily search all libraries by clicking a check box instead of redoing the search
 - c. Patrons will be able to use "comic books/graphic novels" as a search term.
- 3) Three libraries have joined Bibliomation since March: Litchfield Historical Society, John P. Webster Library of the First Church of West Hartford, and Deep River Public Library.
- 4) The Robotics group will participate in Saturday's competition at Wolcott High School. They have their last practice on Nov. 9 and will be presenting to their parents after practice.
- 5) The Theater group had a table at the FoBFL fair to raise funds for their spring performance. They are also conducting a Pampered Chef fundraiser. S. Dowdell requested that the Library Board consider designating some funds from the checking account toward the group to show their support.

Motion to give the Beacon Falls Youth Theater Group \$200 from the Library Board checking account to help with their spring production:
Bellemare/Correia; all aye.

- 6) Our program librarian, A. Enquist, hosted the Connecticut Library Association Roundtable here at our library.
- 7) S. Dowdell will offer an orientation for the three newest board members in the near future.

IX. Old Business

- A. CT State Library Board of Trustee's listserv: Erik Dey - NTR
Note: M. Correia will take over monitoring the listserv.

B. Director's Attendance at Meetings

Chair E. Dey opened the discussion about the value of having the Library Director attend the Board of Selectmen, Community Media Center Building Committee and Library Board meetings as paid time. He noted that given that library space, time, and money are limited it would be best to use resources smartly.

Previously, the Library Board instructed the Library Director to attend BOS meetings, but after reviewing BOS minutes, E. Dey felt that the Director's time could be better spent elsewhere. He added he would like her to review the BOS minutes and take action where necessary with support of the Board.

E. Dey requested this topic remain on the agenda for the new board members to discuss at the next meeting and make a decision.

D. Smith agreed that the Library Director's time is better used elsewhere, but still important to have a library advocate at the BOS meetings.

E. Dey noted he spoke to First Selectman Bielik and pointed out that the charge for the building committee, written by the BOS, requires attendance of the Library Director as an ex-officio member of the Committee.

D. Smith suggested that when there are library-related topics at the BOS meeting the Library Director and Library Board will formally respond with corrections and/or comments.

A. O'Dell recommended adding a regular item to the LBOT monthly meeting agenda to review the BOS minutes for any potential action or discussion that may need a response.

C. Credit Card Processing - update

S. Dowdell reported that the library can soon start taking credit cards (VISA, MasterCard, Discover, and American Express) and VISA debit cards for lost materials, fines, and programs as needed. Convenience fee is paid by the patron who wishes to pay in this manner. There is a \$3.95 fee for a VISA Debit card, and 2.5% fee (\$2.00 minimum) for credit cards. These funds will go into the Library Board checking account. She and E. Setaro took a webinar about this new service.

D. Gingerbread Workshop Supplies

S. Dowdell reported that the December 2 program is full and expressed her appreciation to the Board members for donating materials for this event.

X. **New Business**

A. Library Strategic Plan

E. Dey commented that the Library's Strategic Plan Action 1. B. 2. under Objective 1. B under Goal 1 dictates that the Library Director will attend Board of Selectmen meetings to stay current with community issues and activities and would need to be changed.

This topic will be discussed further and possibly voted on at the December LBOT meeting.

B. Book Selections for Outgoing Trustees Erik Dey and Anne O'Dell

ACTION: E. Dey and A. O'Dell will give suggested titles to the Library Director to purchase in recognition of their service to the Library Board.

C. Elect Pro Tem Officers

D. Smith expressed interest in being the Chair Pro Tem.

Motion to nominate Denzell Smith as Chair Pro Tem: Bellemare/Bosley-Boyce;
all aye.

D. Smith accepted the nomination for Chair Pro Tem.

Chair Erik Dey asked three times if there were any other nominations and there were none.

The Secretary cast one ballot to accept Denzell Smith as Chair Pro Tem.

R. Bellemare volunteered be the Secretary/Treasurer Pro Tem.

Motion to nominate Randi Bellemare as Secretary/Treasurer Pro Tem:
Correia/Smith; all aye.

R. Bellemare accepted the nomination for Secretary/Treasurer Pro Tem.

Chair Erik Dey asked three times if there were any other nominations and there were none.

The Secretary cast one ballot to accept Randi Bellemare as Secretary/Treasurer Pro Tem.

Outgoing Chair E. Dey turned over LBOT files to D. Smith.

E. Dey expressed his thanks to the current Library Board members for their volunteerism and support of the library staff.

E. Dey added a suggestion regarding the Library Director's evaluation to have periodic checks of goals several times a year rather than just waiting until her annual evaluation to review them.

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

XII. **Announcements/Adjournment:**

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

Motion to adjourn the meeting at 8:03: **Smith/Bellemare**; *no discussion*, all aye.

Respectfully Submitted,
Martha Melville
Library Board Clerk