



# The Beacon Falls Public Library

## Library Board of Trustees

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### **December 13, 2017 Monthly Meeting Minutes (Draft Copy – Subject to Revision)**

- I. **Call to Order:** Chair pro tem Denzell Smith 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 Denzell Smith, Vice Chair Annette Bosley-Boyce, Stacey Betkoski, Marissa Correia, Donna Taylor

Trustees absent: Secretary/Treasurer pro tem Randi Bellemare

Others present: Susan Dowdell, Library Director

II. **Review of Agenda**

The agenda was reviewed.

S. Dowdell requested the addition of New Business item XI. D. Book Drop Cart

Motion to accept the amended agenda with the addition of XI. New Business D. Book Drop Cart: Correia/Betkoski; no discussion, all aye.

III. **Approval of Minutes:** November 8, 2017 Meeting Minutes - tabled

The November meeting minutes could not be approved as a quorum was not present who was at this meeting.

IV. **Correspondence:**

- a. Copy of resignation of M. Melville as substitute library assistant
- b. Copy of Community Media Center Building Committee 2018 meeting dates
- c. Letter of resignation as Library Board clerk from M. Melville. K. Vardon will be new clerk.

V. **Public Comment**

Chair pro tem Denzell Smith asked three times if there was any public comment and there was none.

VI. **Friends' Report:** Marissa Correia - reporting on November & December meetings

- a. Donated \$100 to BF Youth Theater Group
- b. November's fundraiser shopping fair/cupcake contest/book sale was a success
- c. Treasurer's annual report was presented; showed \$4,049.06 was spent fbo library
- d. Estimated 2017-18 budget was approved
- e. Passes renewed for Imagination and Peabody museums
- f. Voted to purchase new pass to the Shore Line Trolley Museum in East Haven
- g. Approved purchase of 8x10 picture frames for photo displays
- h. Paying 2/3 towards window shades for assembly room
- i. Paying for cabinets to be built over shelves behind circulation desk
- j. Approved the purchase of a play rug for the children's room
- k. Approved purchase of an escape room kit with props & scripts for a future fundraiser
- l. Set date for spring book sale: June 1 & 2 and shopping fair on November 3

A. Bosley-Boyce commented that she did a college prep program for several libraries including Beacon Falls and ours as the only library that provided any refreshments.

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

The Committee met on November 27. Friends' liaison Susan Cable suggested the committee partner with EDC to gain support for this building project including designing steps from the property to the downtown area to help link it to the businesses. Discussion about potential features in this project including meeting spaces that could be rented out to generate income. This will be further discussed at the January meeting, no December meeting. It was suggested to visit the new Oxford Library, Hamden Community Center and Edith Wheeler library in Monroe. 2018 meeting schedule was approved.

VIII. **Board of Selectmen Report - Discussion**

No library-related topics of late.

D. Smith suggested all the trustees review the Board of Selectmen minutes on their own and bring up any issues for discussion at the next Library Board meeting.

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

A. November Service Reports - she provided an explanation of the reports

- 1.) Several adult programs had excellent attendance and waiting lists:
  1. Friends of Library sponsored Water Color Painting was very popular
  2. Chalkboard craft; pictures posted to Facebook got a good response
- 2.) Children's programs were also very well attended:
  1. Robotics concluded on November 11<sup>th</sup> with the team placing 5<sup>th</sup> in the Robot Game out of 24 teams
  2. Theater group – children will soon audition for the spring play “Willie Wonka Kids” Falls sessions are done. Rehearsals will be 3 days/week and a performance in early June
- 3.) Library card registrations continue to climb; downloadable audio book circulation is up; almost half of the total circulation is now audio books

B. November Financial Report

- 1) 42% of the fiscal year has passed. Again, the computer line item is the one which is most expended due to the reasons outlined earlier in the fiscal year.
- 2) All other line items are within expected limits.
- 3) Much of the Professional Development budget will be spent in May for conference

C. Approval for any Bills to be Paid - none

D. Other Library related news

- 1) S. Dowdell welcomed the two new trustees and said she would be in touch with them about their availability to schedule an orientation for them and M. Correia. Introductions were made around the table by all the attendees.
- 2) The book drop box has rusted and cannot be locked. S. Dowdell worked with Mr. Bielik to secure a new (used) one from the Portland Library.
- 3) S. Dowdell received a quote from 3 Day Blinds for shades for the Assembly Room. The Friends group is paying 2/3 of the cost. The town is paying 1/3.
- 4) S. Dowdell requested approval from Board of Selectmen for WRHS Senior Avery Gilloren who would like to paint book titles on the stair risers. No word yet received from the Selectmen and the minutes from their previous meeting were not yet available.
- 5) The Friends of Beacon Falls Library are paying for cabinets to be placed on top of the shelves behind the circulation desk and above those on the Burton Road side of the main room of the library.
- 6) S. Dowdell reviewed snow closing protocol. Staff calls Director who contacts Chair or Vice Chair who contacts First Selectman to determine if the library closes; must be a plowable event.
- 7) S. Dowdell reported meeting with a small focus group of Chatfield Farms residents to gain their feedback of what works and what needs to be improved in the library.
- 8) S. Dowdell reported on Governor Malloy's latest proposal to rectify the State Budget deficit. The State Library indicates that the Connecticard payments to the towns are in jeopardy. Connecticard allows patrons to use their library card anywhere in the state.
- 9) S. Dowdell, with safety in mind, purchased 2 folding tables for use in the assembly room to replace the old, heavier tables and a larger step ladder for library use.

**X. Old Business**

A. CT State Library Board of Trustee's listserv: Marissa Correia - NTR

S. Dowdell noted this is run by the ACLB and they offer training to library trustees and will come to our library.

B. Director's Attendance at Meetings - Discussion and Possible Action

D. Smith suggested each trustee review the Board of Selectmen (BOS) minutes and not have the Director attend their meetings.

M. Correia noted it's difficult to judge if the Director's attendance is needed.

S. Dowdell added that while she doesn't have time to attend the BOS meetings she was able to gather info and be a resource for patrons with questions.

D. Smith suggested the Director's time is better spent in the library and the board would respond to anything library-related.

#### C. Credit Card Processing - Update

S. Dowdell reported that the credit card machine is installed. All Full-time staff members have seen the initial training video. No payments have yet been made, but full implementation is closer. S. Dowdell is planning a press release to be submitted after the holidays. She will include this info in the next newsletter.

#### D. Library Strategic Plan - Discussion and Possible Change(s) - Tabled

S. Dowdell will work with the 3 new trustees on the strategic plan. The section directing her to attend BOS meetings will need to be removed.

### XI. **New Business**

#### A. Library Staffing Discussion

S. Dowdell reported that C. Greene has accepted a Library Assistant position at Wolcott Public Library. She would like to remain as a substitute library assistant. She indicated that C. Greene is available on Thursday evenings and can be scheduled to assist on those evenings when the Program Librarian is working. Greene creates craft templates for programs. The 3 part timers will rotate working on Saturdays.

#### B. FY 2018-19 Budget Discussion

S. Dowdell will prepare the budget for presentation at the January meeting. She is seeking Board approval to include new carpeting in the adult side of the library as a FY 19 capital expenditure. S. Dowdell plans to keep the operating budget the same, with the exception of contractual staff salary increases and adding back the amounts cut from the computer line item and the programming line item last year.

#### C. Staff Goals Update

S. Dowdell provided an update on her goals as well as her staff's goals.

A. Enquist: reducing craft prep time with Cricut machine and compiling story time packets with books and craft instructions for different themes and holidays.

E. Setaro: weeding books, making call numbers on books consistent

S. Dowdell: improving communication with staff as well as community which included putting reading-themed decals in stairwell, more frequent postings to Facebook, and regular staff meetings,

Another staff goal update will be provided to the Board in March.

D. Book Drop Cart

S. Dowdell explained that the outside book drop was beyond repair and does not function properly. The town will purchase a gently used book drop from Portland Library which does not come with a cart. She requested the Library Board approve up to \$1,800 plus shipping for a book cart.

Motion to use funds from the Library Board checking account to pay for a new book cart for the new outside book drop: Correia/Bosley-Boyce; no discussion, all aye.

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

XIII. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, January 10, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 8:14 p.m.: Bosley-Boyce/Correia; no discussion, all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk