



# The Beacon Falls Public Library

## Library Board of Trustees

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### January 13, 2016 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman ProTem 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 ProTem Erik Dey, Secretary/Treasurer ProTem Anne O'Dell, Jessica DeGennaro, Randi Bellemare, Barbara Betkoski, Darlene Raggazine (arrived at 7:05)

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:**

The agenda was reviewed. Chairman ProTem E. Dey noted that there will be a need for an Executive Session.

Motion to approve the January 13, 2016 regular monthly meeting agenda:  
**Bellemare/DeGennaro**; all aye.

- III. **Approval of Minutes:** December 9, 2015 monthly meeting minutes

The December 9, 2015 meeting minutes were reviewed.

Chairman ProTem Erik Dey requested clarification on the decision about a Mac laptop and if there were a need the topic should be reconsidered.

Motion to accept December 9, 2015 meeting minutes: **Bellemare/O'Dell**; all aye.  
*J. DeGennaro and D. Raggazine abstained as they were not at the December 9, 2015 meeting.*

**Correspondence:** none

- IV. **Public Comment**

Chairman protem E. Dey asked three times if there was any other public comment and there was none at this time.

V. **Friends' Report:** Sue Dowdell

- a. Adopted a budget for 2015-2016
- b. Renewed passes for ImagineNation and New Britain Art Museum
- c. Curtains are finished, waiting for custodian to install
- d. DVD shelf – only using half the original size, to be installed in the spring
- e. Cupcake contest – For November event, will have a paint a cupcake contest and use coins in to vote; to attract children to event
- f. Scrabble March 31<sup>st</sup> – looking for teams/sponsorships
- g. Providing refreshments for 2 cookies & coloring and for essential oils program
- h. 25<sup>th</sup> anniversary: Open house on Saturday April 16, 10-noon

Banners for light poles – 17 on street scape; 9 with FoBFL logo; 8 with library logo with a cost up to \$800; received permission to hang from First Selectman; coordinated with Public Works to install/remove

12" x 36" on each lamp post to put up in the month of April; I. Culotta priced them at about \$70 each up to \$100

D. Raggozine suggested asking for donations to cover the cost of the banners, having individuals and/or town groups to sponsor the banners.

- i. Give Local Campaign – May 3&4 designate donations to go toward Science Technology Engineering Arts and Math (STEAM) programming
- j. Duck Race in conjunction with 5K this year on Saturday May 14 – no paint a duck contest; Friends' offering TBD; instead of a canoe/kayak race there will be a 5K charity run
- k. Pampered Chef fundraiser to begin in March; order deadline will be April 9; 30% of sales will be donated to FoBFL
- l. Book page – Currently get 50 copies/month and BFPL not using them all; S. Dowdell contacted Dawn Higginson from Oxford Library about splitting the cost and amount; monthly magazine paid for by FOL,
- m. Need Library Board liaison

VI. **Long Range Plan subcommittee:** met with First Selectman Chris Bielik on January 6 in lieu of a January monthly subcommittee meeting

A. O'Dell reported the LRP subcommittee met with First Selectman Chris Bielik who gave an overview of town projects including upgrades to the water treatment plant which has priority. The fuel cell park still pending; DEEP has approved the site.

C. Bielik said he was in favor of having a community center library combination on the Wolfe Avenue property, after the house was demolished.

D. Raggozine noted the fuel cell park is not yet a done deal for Beacon Falls.

E. Dey questioned how grant applications would be affected if the project included a community center. S. Dowdell responded that grants would fund up to half of the library piece (maximum of \$1 million) and wouldn't count towards a community center building.

A. O'Dell suggested the next subcommittee meeting work on modifying the framework of the existing Long Range Plan using this guidance from the First Selectman and go from there.

The next Long Range Plan Subcommittee workshop will be held on **Wednesday, February 10, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

A. December Service Report:

- Circulation of library materials is about 2% above last year's levels.
- The best attended family program was the Gingerbread House workshop with 23 families participating.
- The best attended children's program was the Ornament Craft with 22 children participating.
- The best attended adult program was the third visit of the Psychic Medium with 21 adults attending. She's presented 3 free programs. Any future programs from her would need to be paid.
- Program Librarian A. Enquist will increase publicity for preschool story time with a notice in the church bulletins and flyers at United Day
- the library newsletter was submitted to Citizen's News

B. December Financial Report; Bills Paid:

- All line items are within expected limits; 50% of year done and 50% spent
- S. Dowdell asked if some of the money in the Library Board checking account could be noted as earmarked for the building fund. She explained that previous boards had designated a total of \$6,000 which was kept in a separate bank account with the Friends as the custodian. That amount was returned to

the Library Board in 2015 and is reflected in the current checking account balance. She suggested making a note at the bottom of the financial page showing that a certain amount of the checking account was reserved for the building fund. S. Dowdell suggested the Board consider putting that money in a separate, interest bearing bank account

- R. Bellemare asked if the \$6,000 could be put into the same account as the building plans at Ion Bank.
- A. O'Dell commented that an indicator at the bottom of the financial report noting funds were earmarked for certain things would be helpful in understanding the Library Board checking account balance.

*Discussion about library banners for the lamp posts on the downtown streetscape:  
A. O'Dell noted that Library Funds could be used for the \$800 maximum one-time purchase.*

*S. Dowdell noted that 2 weeks' notice is needed to make banners. American flags won't go up until May. Library banners would be up for the month of April*

*D. Raggozine suggested asking for donations to sponsor the banners.*

*S. Dowdell shared her concern that the same businesses and groups are already being asked to donate to and sponsor the Scrabble Challenge during this time.*

*S. Dowdell will need to get approval of the banners before financing them.*

C. Approval for any Bills to be Paid out of Library Board checking account:

- Lost/damaged items - Amazon bill for replacement

Motion to authorize Chairman ProTem Erik Dey to deduct the Amazon payment of \$31.39 to replace library materials from the Library Board checking account:  
**Raggozine /Bellemare;** all aye.

Motion to give Chairman ProTem Erik Dey the authority to pay future Amazon bills for replacement of library materials from the Library Board checking account provided the funds were already deposited into the Library Board checking account:  
**Raggozine /O'Dell;** all aye.

- Crystal Rock bill for \$11.00 was paid
- April Program – white memorial program UDS donation; request to use \$150 for this program

Motion to authorize Chairman ProTem Erik Dey to deduct \$150.00 from the Library Board checking account to pay for the White Memorial Conservation Program:  
**Raggozine /Bellemare;** all aye.

- Blue Bird nest box

S. Dowdell noted that the Park & Rec commission gave \$200 towards the Blue Bird Nest Box Building Program. The total fee is \$20 per student; Park & Rec will cover half leaving a \$10 fee to be collected from each participant.

Motion to give Chairman ProTem Erik Dey the authority to deduct \$400.00 from the Library Board checking account for the Blue Bird Nest Box Building Program:  
**Raggozine /O'Dell**; all aye.

D. Other Library related news:

- Public Works will hopefully be moving the outdoor drop boxes soon to the front of the building.
- The contract dispute between the CT State Library and Avant, the company contracted to perform the DeliverIt service (formerly known as C-CAR, bringing materials from one library to another) has been resolved. Avant had notified the State Library it would discontinue service as of 12/31/15. Avant has agreed to continue delivery until the State Library can hire additional staff to do the service itself instead of contracting it out to a vendor. will do it thru March
- Participating in Take Your Child to Library day on Feb 6 – along with most of the state.
- S. Dowdell noted the library will receive \$1,090.00 for the annual CT state grant from CT state and requested it be used to purchase 3 smaller laptops for use with Robotics program. She will provide a proposal at next month's meeting.

## VIII. Old Business

A. Bibliomation update: S. Dowdell

Evergreen Systems Manager, Ben Shum submitted his notice that he is leaving Bibliomation as of January 12, 2016 and taking a position with Praxair in Danbury.

B. CT State Library Board of Trustee's listserv: Erik Dey

Reminder: CMC Newly Elected Workshops: Sat. Jan. 23, 2016. The Library Board will pay registration costs for anyone interested in attending.

C. Current policy review – Confidentiality Policy

The Library Board of Trustees reviewed the revised Privacy and Confidentiality Policy.

Motion to accept and adopt the revision to the Privacy and Confidentiality policy as presented: **Raggozine/Betkoski**; all aye.

**ACTION:** S. Dowdell will update the BFPL Emergency Closing Policy and email a suggested revision to be reviewed at the February meeting.

IX. **New Business**

A. Hazard Mitigation Plan/Emergency Preparedness for Library

S. Dowdell reported she found two policies to use as examples, town-based, not specifically for a library. She will continue to do more research on creating a plan.

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

Motion to go into Executive Session for the purpose of discussing personnel matters at 8:01; Chairman ProTem Erik Dey invited Library Director Sue Dowdell and BFPL staff member Martha Melville to attend this executive session: Bellemare/DeGennaro; all aye.

Motion to come out of Executive Session at 8:15: Ragozine/Bellemare; all aye.

Announcements/Adjournment: Upcoming Library Board meetings:

The next Long Range Plan Subcommittee workshop will be held on **Wednesday, February 10, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

**Wednesday, February 10, 2016 at 7:00 p.m.** in the library next regular monthly meeting.

Motion to adjourn the meeting at 8:16: Ragozine/Bellemare; all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk