



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

February 10, 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, Randi Bellemare, Barbara Betkoski

Trustees absent: Jessica DeGennaro, Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:**

The agenda was reviewed.

Motion to approve the February 10, 2016 regular monthly meeting agenda:
Bellemare/Betkoski; all aye.

- III. **Approval of Minutes:** January 13, 2016 monthly meeting minutes

The January 13, 2016 meeting minutes were reviewed.

Motion to accept January 13, 2016 meeting minutes: **Bellemare/Betkoski;** all aye.

Correspondence:

ACLB letter/membership renewal request - S. Dowdell noted that the ACLB was looking for people to serve on their board.

- 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

- 1) Renewed pass to the Discovery Museum and purchased a second pass to CT State Parks (BFPL gets one free each year)

- 2) Working on Scrabble Event details for March 31st – encouraged the Library Board to have a team; B. Betkoski will be helping that night; R. Bellemare will play on the Rotary team. A. O'Dell will check with former Trustee P. Caldwell about playing; S. Dowdell will check with J DeGennaro about her participation.
- 3) 25th Anniversary Open House on April 16th – save the date
- 4) Purchasing commemorative bookmarks for anniversary and for Passport to CT Libraries giveaway (over 100 libraries participating in CT)
- 5) Requested permission to put up 8 banners downtown for the month of April– declined to do more since there is only existing hardware for that amount
- 6) Give Local campaign set up complete – May 3&4 earmarked for STEM programming; fundraiser coordinated by the CT Community Foundation
- 7) Pampered Chef Fundraiser begin in March – continues until April 9th, will have booklets for all next month
- 8) Book & Bake Sale on June 3 & 4
- 9) Book page subscription – share with Oxford

E. Dey noted that the Library Board needs a liaison for the Friends.

VI. **Long Range Plan subcommittee:** Anne O'Dell

The subcommittee has been renamed the **Strategic Plan Subcommittee**.

The subcommittee discussed broad goals and needs/wants for a new library space.

The subcommittee reviewed the capital plan schedule as presented by S. Dowdell which she based on available information from 2013 and updated it. She used Oxford as a model and information from the Bailey report to get potential costs. She requested the Strategic Plan Subcommittee adopt the proposed capital planning schedule and share with the Boards of Selectmen and Finance after approval by the full Library Board.

Motion to adopt the proposed capital planning schedule and forward it to the Boards of Selectmen and Finance by including it with the library's 2016-2017 budget submission: O'Dell/Bellemare; all aye.

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, March 9, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting unless a meeting is needed sooner.

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

A. January Service Report:

- 1) Circulation was slightly below last year's totals overall – videos and audio books on CD are significantly lower.
- 2) The lack of availability of the statewide union catalog had an impact on ILL numbers.
- 3) Children's library card registrations increased this month; all Robotics participants were required to update their cards

- 4) Adult programming totals continue to improve.
- 5) Children's program attendance steady due to Robotics 4x a month
- 6) 3 Flanders Nature Center programs co-sponsored by Parks & Rec. will be presented in March and are already full. Parents are appreciative of staff walking children over from the school. May look into possibility of having library volunteers pick up students.
- 7) Volunteer hours are lower than the same time last year
4-5 eighth graders from the Jr. Honor Society now volunteer

B. January Financial Report; Bills Paid:

- 1) 58% of the year has passed, all line items within limits

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

- 1) ACLB membership \$100 renewal

Motion to approve paying \$100 from the Library Board checking account to the ACLB for membership renewal: **Betkoski/Bellemare**; all aye.

- 2) Notice of following bills coming - previously approved
 - a) Crystal Rock
 - b) Newsletter \$350

D. Other Library related news:

- 1) S. Dowdell noted that the library has \$1,175 available from State Aid Grant usage & last year's CCARD grant and presented two options for purchasing laptops for STEM programming: either 5 eleven inch screen notebooks or 4 thirteen inch ones using this grant money.

Motion to purchase five 13" HP laptops using the grant money noted above with the balance being paid from the Library Board checking account: **O'Dell/Betkoski**; all aye.

- 2) Budget – input due at the end of February
- 3) Shelving up in the “dungeon” under the stairs; moved excess crafts materials
- 4) Drop box cannot be moved until warmer weather allows Town crew to prepare base
- 5) Governor's proposal's impact on State Library – all operations lumped into single line item (agency operations), with \$579,760 cut from current funding. Another 5.75% cut on top of the recent 9% cut to parts of that budget. S. Dowdell noted that she attends the CT Library Association meetings to keep up to date on state library activities.

VIII. Old Business

A. Bibliomation update: S. Dowdell

- 1) Tom Sweda from Bibliomation is working with the town IT consultant regarding the Town's new Nutmeg Network installation. It is unclear at this time if the library will be participating, although the wires have been run upstairs by the Town's IT staff. T. Sweda has been asked to coordinate all to ensure we do not have any downtime.
- 2) Bibliomation staff has been working on FindIT (formerly known as ReQuest, the statewide catalog/ILL system). The goal is to initially load the Big 4 – Bibliomation, Library Connection, LION and CONSULS (academic libraries and state library service centers) which comprise about 75% of the libraries in the state. Once these records are loaded, testing will begin.

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

C. Current policy review – BFPL Emergency Closing Policy – draft sent to Library Board and staff prior to this meeting

S. Dowdell shared her concerns about minimum staffing during inclement weather and discussion ensued about when to close the library. She noted that there is a requirement to have 2 staff members in library while other town departments have the option of taking a personal day and not coming into work, which was not an option for the library.

IX. New Business

A. Hazard Mitigation Plan/Emergency Preparedness for Library

S. Dowdell distributed information to the trustees that she garnered from the CT State Library as an example of emergency preparedness. This plan should also include possible vendors to contact for remediation of any book damage, etc. She noted that this will be a long range project.

S. Dowdell suggested creating a subcommittee to work on policies to review and bring proposed revisions to the full Board.

B. Transferring funds from checking account into interest bearing account

E. Dey had queried the Finance department asking for assurance that the town couldn't use money from the Library Board checking account for other things.

Discussion ensued about if Library Board checking account funds should be transferred into a separate, interest bearing account.

A. O'Dell commented that since there was nothing definite to earmark the funds for she suggested holding off doing anything with the checking account.

B. Betkoski suggested that once fundraising starts for a building, to use those funds as seed money.

E. Dey noted that there was a consensus to will keep money in the Library Board checking account for now.

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

Announcements/Adjournment: Upcoming Library Board meetings:

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, March 9, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

Wednesday, March 9, 2016 at 7:00 p.m. in the library next regular monthly meeting.

Motion to adjourn the meeting at 8:11: **Bellemare/Betkoski**; all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk