



# The Beacon Falls Public Library

## Library Board of Trustees

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### March 9, 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: Darlene Raggozine, Jessica DeGennaro

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:**

The agenda was reviewed.

Motion to approve the March 9, 2016 regular monthly meeting agenda: **O'Dell/Betkoski;** all aye.

- III. **Approval of Minutes:** February 10, 2016 monthly meeting minutes

The February 10, 2016 meeting minutes were reviewed.

Motion to accept February 10, 2016 meeting minutes: **Bellemare/Betkoski;** all aye.

#### **Correspondence:**

CT State Library - membership info packet including public library trustee handbook

- 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. Window valance was installed. Thanks to Peter Colon and David Makusevich for help. Thank you to Susan Levine for sewing it.
- b. Approved purchase of pass to White Memorial Conservation Center

- c. Approved paying for Horizon Wings program for summer reading
- d. Banners should soon be finished and will be displayed downtown in April
- e. 25<sup>th</sup> Anniversary – purchased and received bookmarks for Open House **April 16<sup>th</sup>**  
**Save the Date!** and for Passport to CT Libraries (throughout April)
- f. Scrabble March 31<sup>st</sup>
- g. Pampered Chef fundraiser on-going through April 9<sup>th</sup>. Please take a catalog, if interested.
- h. As of June, will be changing meeting date to the second Tuesday of the month.

**VI. Strategic Plan subcommittee:** Anne O’Dell

The subcommittee looked over ADA checklist which will be an appendix of the Strategic Plan.

The Subcommittee adopted the 4 main goals for future progress which will be discuss at April 13 workshop. All Library Board members are invited to attend and take part in discussing the 4 goals:

- 1) BFPL is the center of the community, building connections, developing partnerships and fostering collaborations
- 2) BFPL communicates effectively with the community and within the library
- 3) BFPL offers safe, welcoming and accessible physical and virtual spaces for the community, collection and staff
- 4) BFPL offers materials, programs and service that meet the needs of the community

E. Dey asked if there's a self-assessment to know how we shape up and where we are in those goals.

A. O'Dell replied that some apply to the existing library and some are for the future library

S. Dowdell will have the library staff review these goals and ask for additional objectives

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, April 13, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

A. February Service Report:

- 1) The best attended children’s programs were those on Take Your Child to the Library Day (2/6/16) which included a Readers Theater presentation and two sets of children’s crafts.
- 2) The best attended adult programs were the History of Beacon Falls presentation by Selectman Krenesky and Candle Rolling.

B. February Financial Report; Bills Paid:

- 1) All line items are within expected limits.

Motion that monies previously designated for the building fund be noted on the BFPL financial report as reserved funds from the Library Board checking account; Betkoski/O'Dell; all aye.

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

- 1) Citizens News bill \$350 notice only
- 2) Crystal Rock bill to come soon – notice only

D. Other Library related news:

- 1) Updated the family brochure including Robotics, passes and logos
- 2) Concern about Governor's budget – State Library's has been cut 25% total in the last eight years.
- 3) DeliverIt service - formerly known as C-Car – with the state taking over, only have delivery 2-3 times a week. Concern about space issues for storing materials and less responsive time for delivery
- 4) Five 'notebook' computers were purchased using the FY16 State Aid to Connecticut Libraries grant and the FY15 Connecticard grant. These will be used for LEGO Robotics and the coding children's programs instead of our patron laptops.
- 5) The library is awaiting word from the Connecticut Community Foundation regarding our Pathways for Older Adults grant application to fund a series of three programs.
- 6) Thank you to Friends of Beacon Falls Library and Friend Susan Levine for our new valance for the window in the Children's Room. Thank you also to Peter Colon for installing it for us.
- 7) To make an additional service available to the public, S. Dowdell and E. Setaro will apply to become notaries.
- 8) Bibliomation had issues with Evergreen this past month causing system outages for a few days. They are in process of hiring a replacement for Ben Shum, who had more knowledge to fix the issues, but left in January. They have also been working on *FindIT*, the new statewide catalog. These issues have impacted our circulation numbers.

## VIII. **Old Business**

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

B. Current policy review – BFPL Emergency Closing Policy

Since this is a policy that must be established in conjunction with the First Selectman, S. Dowdell suggested that the Library Board do so before adopting it.

C. Hazard Mitigation Plan/Emergency Preparedness for Library - NTR

The BFPL Director requested that the board create a subcommittee to work with her on this. She recommended starting on this in September.

## IX. **New Business**

- A. Matthies Grant application – Due May 1st - Working with RnB Enterprises in Oxford to finalize quote details for a ceiling mounted screen and projector and four ceiling mounted speakers installed in the assembly room to better serve our sight and hearing impaired program participants. This equipment will reduce set up and take down time for library staff for programs.

Motion to apply for Matthies Grant for ceiling mounted screen, four speakers and projector in the town hall assembly room to include installation: **Betkoski/Bellemare**; all aye.

- B. Nominations for Officers: Chairperson and Treasurer/Secretary

E. Dey called for nominations from the floor for Treasurer/Secretary.

E. Dey nominated Anne O'Dell for Treasurer/Secretary.

A. O'Dell accepted the nomination for Treasurer/Secretary.

Motion to nominate Anne O'Dell to continue as Treasurer/Secretary: **Betkoski/Bellemare**; all aye.

E. Dey called for nominations from the floor for Chairperson.

R. Bellemare nominated Erik Dey for Chairperson.

E. Dey accepted the nomination for Chairperson

Motion to nominate Erik Dey to continue as Chairperson: **Betkoski/Bellemare**; all aye.

E. Dey commented that he would like to see changes to the bylaws which will be discussed at the April 13 monthly meeting.

- C. Finance subcommittee to create plans for the use of board funds

S. Dowdell wishes to create a budget for next FY to segregate monies in the Library Board checking account showing what funds are already committed to such things as the library newsletter publication, Crystal Rock water and building fund.

A. O'Dell agreed to be on Library Board Financial Subcommittee to assist S. Dowdell and present budget proposal at the April 13 meeting.

Motion for Anne O'Dell to chair the Library Board Finance Subcommittee:  
**Bellemare/Betkoski:** all aye.

D. FY 16-17 budget meetings

S. Dowdell requested members of the Library Board, as well as library staff, consider attending the Board of Finance/Board of Selectmen budget workshops to show support for the BFPL budget proposal. She will forward the meeting dates when they become available.

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

Announcements/Adjournment: Upcoming Library Board meetings:

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, April 13, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

**Wednesday, April 13, 2016 at 7:00 p.m.** in the library next regular monthly meeting.

Motion to adjourn the meeting at 7:51: **O'Dell/Betkoski;** all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk