



The Beacon Falls Public Library

Library Board of Trustees

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April 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, Randi Bellemare, Barbara Betkoski, Jessica DeGennaro

Trustees absent: Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:**

The agenda was reviewed.

Motion to approve the April 13, 2016 regular monthly meeting agenda: **Betkoski/O'Dell;** all aye.

- III. **Approval of Minutes:** March 9, 2016 monthly meeting minutes

The March 9, 2016 meeting minutes were reviewed.

Motion to accept March 9, 2016 meeting minutes: **Bellemare/Betkoski;** all aye.
Jessica DeGennaro abstained as she was not at the March 9, 2016 meeting.

Correspondence:

Thank you letters from Robotics participants for providing one of the kits; copies were also sent to the FoBFL and the Park & Rec commission.

- IV. **Public Comment**

Chairman pro tem 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. Scrabble - \$20K raised for Scrabble Building fund over 8 years; pharmacy won and will keep the organizational trophy
- b. Finished Pampered Chef fundraiser - donation will be just over \$400
- c. Banners up downtown - very nice, lots of compliments
- d. Anniversary Open House on Saturday 4/16 – everyone invited
- e. Face painting at the Riverfest 5/14 and pin wheels to give away and library info
- f. Book Sale – June 3rd & 4th – books can be dropped off mid-May
- g. Purchasing gift cards for MS and HS Summer Reading Program
- h. Pumpkins and Pancakes October 29 with BF Lions at firehouse
- i. Possibly Mystery Dinner Theater in place of Scrabble next year – April 1, 2017 tentative date at Firehouse

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

S. Dowdell noted that she gave presentation to the Board of Finance special meeting for capital projects on April 7. The feedback she received indicated that the Board of Finance did not approve her request for \$39,000 for schematic drawings for a new library/community center for the 35 Wolfe Avenue property. The BOF advised that first the Board of Selectmen needs to officially designate the 35 Wolfe Avenue property for the library.

S. Dowdell suggested the Library Board send a letter to the Board of Selectmen requesting the 35 Wolfe Avenue property be designated for the municipal purposes including a library.

ACTION: Chair Erik Dey will draft a letter to the Board of Selectmen, and cc the Board of Finance, requesting the 35 Wolfe Avenue property be designated for the library.

Anne O'Dell reported that the Strategic Plan Subcommittee reviewed goals and objectives to rate and prioritize them.

The subcommittee also discussed the status of BFPL and how it related to the best practices documents.

Library Director S. Dowdell requested closing the library all day on Wednesday May 4 for a professional development day to finalize the proposed Strategic Plan.

Motion to close library for professional development on Wednesday May 4, 2016:

Bellemare/Betkoski; all aye.

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, May 11, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

A. March Service Report:

- i. Circulation is down and expected to be so through the rest of year.
 - 1. DeliverIt service (previously was CCAR) was down for 2 weeks, there was an extreme backlog of materials. 5 day/week delivery was cut to 2 days/week.
 - 2. Willimantic Library service center closing due to state budget cuts. This closing will impact the availability of audio CDs and large print books; BFPL may reconsider joining the audio circuit.
- ii. The best attended children's programs in March were the final day of the Level 1 Robotics class and the two Flanders Nature Center programs (Bird Boxes and Maple Syrup). All were co-sponsored by the Parks and Recreation Commission.
- iii. The best attended adult programs in March were the Gnocchi presentation by Maria Setaro and the Gargoyles of Yale program.
- iv. Newsletter due Monday

B. March Financial Report; Bills Paid:

- i. Transfer requests were made from the telephone and copier line items to the Professional Development line item to cover mileage for all three staff members to avoid going into deficit as this line has in the past 2 years.

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

None at this time.

D. Other Library related news:

- i. Awarded \$525 Older Adults grant to hold 3 programs (Sleep, Mindfulness and Memory)
- ii. All LSTA programs are complete; final reports are due in July 2016, but will begin to work on it as time permits.
- iii. A new online summer reading program will include challenges for all levels.
- iv. Program Librarian laptop (to be discussed under New Business)

VIII. Old Business

- A. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- B. Current policy review – BFPL Emergency Closing Policy
Sent to First Selectman Bielik; awaiting response; E. Dey will follow up.
- C. Hazard Mitigation Plan/Emergency Preparedness for Library - tabled until Sept.
- D. Matthies Grant application: update on assembly room projector/screen/sound Grant application will be submitted on May 1, 2016.

IX. **New Business**

A. Bylaws Revision: Proposed Changes

1. Article IV, Officers, Section 1: *addition of Vice Chairperson Officer position*
“Section 1: The officers shall be a Chairperson and a Treasurer/Secretary.”

Proposed change: “Section 1: The officers shall be a Chairperson, Vice Chairperson and a Treasurer/Secretary.”

- E. Dey explained that the addition of a Vice Chair officer position, as with other Boards and Commissions, would groom someone to be the next Chair and provide a back up to the chairperson. This would also give more leadership opportunities for the other board members.

B. Betkoski added that succession planning was smart.

2. Article VI: Duties of Officers: *adding Vice Chairperson and deleting references to signatories for Library bank accounts*
“Section 1: The Chairperson shall preside at all meetings of the Trustees and shall act as the Library Representative at any necessary Town meetings. The Chairperson shall be one of two signatories for all Library bank accounts. “

Proposed change: “Section 1: The Chairperson shall preside at all meetings of the Trustees and shall act as the Library Representative at any necessary Town meetings.”

Proposed addition: “Section 2: The Vice Chairperson shall preside in the absence of the Chairperson. In the event that the Chairperson position is unexpectedly vacated the Vice Chairperson will automatically become the Chairperson until an election is held.”

“Section 2: The Treasurer/Secretary shall keep an accurate record of all monies donated to the Library and the distribution thereof. The Treasurer/Secretary shall be one of two signatories for all Library bank accounts. The Treasurer/Secretary shall act as the Chairperson during the Chairperson's absence. The Treasurer/Secretary or designated trustee shall be responsible for the acknowledgement of gifts and acts of kindness towards to the Library.”

Proposed change: “Section 3: The Treasurer/Secretary shall keep an accurate record of all monies donated to the Library and the distribution thereof. The Treasurer/Secretary or designated trustee shall be responsible for the acknowledgement of gifts and acts of kindness towards to the Library.”

Motion to approve changes to the Library Board of Trustees bylaws as noted above and adopt: Bellemare/Betkoski; all aye.

B. Election of Officers: Call for other Nominations from the floor

Chairman pro tem Erik Dey called for any other nominations three times from the floor for Chairman, Vice Chairman or Treasurer/Secretary positions.

Motion to nominate Jessica DeGennaro for the Vice Chair officer position:
Bellemare/Betkoski; all aye.

There were no more nominations from the floor.

Chairman, Erik Dey
Vice Chair, Jessica DeGennaro
Treasury/Secretary, Anne O'Dell

Secretary A. O'Dell casts one vote for the above slate of Library Board officers; 2nd by Randi Bellemare: all aye.

C. Finance subcommittee to create plans for the use of board funds: Anne O'Dell

i. Budget proposal:

S. Dowdell noted the benefits of approving a budget for FY 2016-17 for the LBOT checking account will allow her to write POs at the beginning of the next FY and show that monies in the LBOT checking account are earmarked for projects which will help when applying for grants.

Library Director S. Dowdell met with LBOT Treasurer/Secretary A. O'Dell to discuss the following budget items to be presented to the Board:

Open Mesh: Equipment for monitoring wireless network will cost approximately \$560: Requesting \$150 for Open Mesh project (a change from \$300 to \$450)

Requesting funds for new laptop for Program Librarian: using the remaining funds in the library computer line item towards a laptop and tech support set up will fall short; requesting LBOT cover the additional \$150 from the checking account

Motion to accept the proposed FY 2016-17 budget for the LBoT checking account as presented: O'Dell/DeGennaro; all aye.

D. FY 16-17 budget meetings attendance: dates

S. Dowdell noted the next Board of Finance budget workshop will be held on Wednesday May 4.

There will be a public hearing on Thursday May 12 for the town budget.

E. Internet Connectivity Options – Sue Dowdell

S. Dowdell discussed the possible internet connectivity options:

1.) Hooking up to town hall fiber, will cost about \$800 - \$1000 for the router needed

2.) A connection through the State directly to the library, not sharing with the town hall would be no cost to bring the line to the library but there would be a monthly fee once it is connected. She noted that the State connection might be free through a federal grant for libraries now using DSL.

Bibliomation's Tom Sweda recommended that BFPL pursue both options.

S. Dowdell needed to sign letter of agreement by 4/15 for option #2 but it does not require BFPL to move forward. Also BFPL will need to sign a contract with a vendor by 4/29 with the clause inserted that says "if funding is available" - can back out at any time, more info to follow.

F. Color Printing

S. Dowdell purchased a wireless color printer for BFPL. She requested feedback from the Library Board on whether to offer it to patrons and, if so, at what fee. It was agreed to discuss further as there is a patron need for this service.

ACTION: S. Dowdell will research what other libraries charge for color printer copies and the cost of ink cartridges for this new printer and discuss at the May meeting.

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

Announcements/Adjournment: Upcoming Library Board meetings:

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, May 11, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

Wednesday, May 11, 2016 at 7:00 p.m. in the library next regular monthly meeting.

Motion to adjourn the meeting at 8:07: **Bellemare/Betkoski**; all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk