



# The Beacon Falls Public Library

## Library Board of Trustees

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### May 11, 2016 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman 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 7:02 p.m.

Trustees present: Chairman Erik Dey, Barbara Betkoski, Jessica DeGennaro, Darlene Raggazine

Trustees absent: Secretary/Treasurer Anne O’Dell, Randi Bellemare

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the May 11, 2016 regular monthly meeting agenda:

**DeGennaro/Betkoski;** all aye.

- III. **Approval of Minutes:** April 13, 2016

No quorum was present for a motion to accept the April 13, 2016 monthly meeting minutes; tabled until the June meeting.

**Correspondence:** none

- IV. **Public Comment**

Chairman 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. Celebrated 25th anniversary with an open house on April 16; got some new members
- b. Pampered Chef fundraiser: received \$420 donation from M. Melville, to be earmarked for food/cooking related program
- c. Duck Race – Saturday May 14, will have booth offering face painting and pinwheels and will have library brochures and book sale coupons
- d. Have a Friends’ logo table runner to use at events
- e. June book/bake sale: Friday night June 3 from 5-8 and Saturday morning June 4 9-12
- f. CCF Give Local campaign raised over \$500 to go toward STEAM programs

- VI. **Strategic Plan subcommittee:** Sue Dowdell for Anne O’Dell

A. The library was closed on Wednesday, May 4<sup>th</sup> for staff development. During that time, staff worked on:

- 1) Action items for the Library Board's consideration to address goals and objectives as part of the Strategic Plan.
  - 2) Necessary elements to include in the Building Program part of the document.
- B. The Library Board of Trustees Strategic Plan subcommittee reviewed the action items and will present them and the completed narrative to the full board for adoption at the June meeting.
- C. The updated Draft Strategic Plan will be emailed to Trustees for their review and are encouraged to provide feedback prior to the June meeting.

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, June 8, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

A. April Service Report:

- 1) The state-wide catalog continues to be out of service this entire fiscal year, reducing the number of libraries from which our patrons can request materials. At a Bibliomation meeting on Monday, it was said it will not be operational until at November or December. The DeliverIt backlog has cleared.
- 2) The best attended children's programs were Robotics and Nature's Not-so-Cuddly.
- 3) The best attended adult program was the final Healthy Cooking Class. All LSTA grant-funded programs are now over. The final report is due July 1.

B. April Financial Report/Bills Paid:

- 1) The financial report includes transfers that were approved by the Library Board and the Board of Finance. Invoices for professional development mileage reimbursements can now be processed.
- 2) All line items are now within acceptable limits.

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

Discuss under new business (NAI workshop)

S. Dowdell requested the LBOT to pay for programs, Dandelion Necklace and Dog Treats, which require a \$5 per person registration fee which will be paid to the LBOT checking account, so the presenter can be paid the night of their program.

Motion to pay from the Library Board checking account up to \$175 for the Dandelion Fluff Necklace workshop and up to \$175 for a Dog Treats program for the presenters and materials based on the number of attendees:

**Raggozine/Betkoski; all aye.**

D. Other Library related news:

The Program Librarian's new laptop is in and uses Windows 10.

S. Dowdell attended the May 9 Board of Selectman meeting. The LBOT's request to designate 35 Wolfe Avenue for library/community center use was on their agenda. Selectman Krenesky pointed out that in August 2008 the call of the original town vote was to designate that property for library and community/municipal purposes.

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 - NTR
- C. Hazard Mitigation Plan/Emergency Preparedness for Library - tabled until Sept.
- D. Matthies Grant application: update on assembly room projector/screen/sound  
Grant application was submitted, should hear something in July.
- E. Color Printing – S. Dowdell reported that many libraries charge \$.50 per color copy.

Motion to charge patrons 50 cents per page for using the color copier/printer:

**Raggozine/DeGennaro**; all aye.

**ACTION:** S. Dowdell will update the computer policy and have it put on the patron network.

- F. Internet Connectivity Options - update

S. Dowdell reported the cost would have been \$150 per month and decided not to move forward with state assistance and will further explore connection to the town's fiber once it is connected.

IX. **New Business**

- A. Set date for Library Director evaluation and meeting with staff

**ACTION:** Chair E. Dey will survey Board members via email of possible dates to hold Library Director evaluation and meeting with staff.

- B. NAI Workshop: May 12 Mobilize Your Board to Raise Funds  
Library Board to pay registration fees

Motion to pay \$100 for registration fees from the Library Board checking account for the May 12 NAI Workshop for Sue Dowdell and a member of the Library Board to attend: **Raggozine/Betkoski**; all aye.

X. **Executive Session to Discuss Personnel**

Motion to go into Executive Session to discuss personnel at 7:45:

**Raggozine/DeGennaro**; all aye.

Motion to end Executive Session at 7:55: **Betkoski/DeGennaro**; all aye.

XI. **Announcements/Adjournment:** Upcoming Library Board meetings:

The next Strategic Plan Subcommittee workshop will be held on **Wednesday, June 8, 2016** at 6 PM in the library.

The next regular monthly meeting will be held **Wednesday, June 8, 2016 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:56: **Betkoski/DeGennaro**; all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk