



# The Beacon Falls Public Library

## Library Board of Trustees

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### June 8, 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 7:00 p.m.

Trustees present: Chairman Erik Dey, Vice Chair Jessica DeGennaro, Secretary/Treasurer Anne O'Dell, Randi Bellemare, Barbara Betkoski, Darlene Raggiozine (arrived at 7:07)

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the June 8, 2016 regular monthly meeting agenda:

**Bellemare/Betkoski**; all aye.

- III. **Approval of Minutes:** April 13, May 11, and May 17, 2016 minutes

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

Motion to accept May 11, 2016 meeting minutes: **Betkoski/DeGennaro**; all aye.

*A. O'Dell and R. Bellemare abstained as they were not at the May 11, 2016 meeting.*

Motion to accept May 17, 2016 special meeting minutes: **DeGennaro/Bellemare**; all aye.

*A. O'Dell abstained as she was not at the May 17, 2016 special meeting.*

#### **Correspondence:**

- Conservation Commission invitation to participate in the July 9 cardboard regatta
- email from Jessica DeGennaro with her resignation from the Library Board effective July 1, 2016. This will create a vacancy in Vice Chair position.
- email from Anne O'Dell notifying the Library Board that she has stepped down from the Strategic Plan Subcommittee effective June 9, 2016. This will create a vacancy in the chair position for this subcommittee.

- 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. The Friends' have changed their meeting date to second Tuesday of the month
- B. June Book & Bake Sale made over \$700
- C. The Friends' will have a booth offering baked goods at Fireworks Family Fun Night on July 9
- D. Planning is underway for future fundraisers: October 29 Pumpkins & Pancakes, November 5 Vendor Fair/Book Sale/Cupcake Contest, and possible Mystery Dinner theater on April 1, 2017

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

The subcommittee met immediately before this meeting and reviewed the draft plan and building program.

**ACTION:** Library Director S. Dowdell will finish the plan and incorporate the subcommittee's recommendations before meeting with B. Betkoski and R. Bellemare by the end of August.

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

A. May Service Report:

- (i) Strong adult circulation compared to last year.
- (ii) Still seeing decline overall from lack of state-wide catalog and decreased ILL service.
- (iii) The best attended in-library children's program was Robotics, which wrapped up with our final session on June 9<sup>th</sup>.
- (iv) Director hosted two programs at Laurel Ledge this past month in conjunction with their library media specialist, Dana Dembski.
  - 1. The second annual Battle of the Nutmeg Books: Each year, children read as many of the ten Nutmeg Nominees as they are able and then vote for their favorite during May, along with other Connecticut students. Nine teams of grade 4 and 5 students were challenged to identify the books that answered the question I posed. This event is cosponsored by the Rotary Club of Beacon Falls, which provided the trophy. The trophy is being housed in the classroom teacher's room until the event next year.
  - 2. Introduction to the new online summer reading program. Students will earn points by reading. They can use those points to change their character avatar in the program. Challenges in the program can also be completed that will earn the children extra chances to win the prizes available in the library for children up to 5th grade.
- (v) The best attended adult program was the Gardening program, hosted by Beacon Falls native, Mary Beth Martin.

B. May Financial Report/Bills Paid:

- (i) All purchases have been made by June 3<sup>rd</sup>, as designated by the First Selectman including some books/DVDs that are due to be released in June.
- (ii) We are seeking approval for the transfer from the clerk line item to the part-time salary line item (see transfer request).
- (iii) S. Dowdell noted that Town Treasurer W. Rodorigo was looking into consolidating all of the town accounts at Liberty Bank.

C. Approval for any Bills to be Paid out of Library Board checking account after July 1, 2016:

- (i) Purchase order for Citizens News \$1400 – 4 newsletters in FY16-17
- (ii) Crystal Rock for water for FY
- (iii) None other at this time

D. Other Library related news:

- (i) The approved State budget zeroed out funds for the Aid to Public Libraries grant and reduced the Connecticut grant payment. In 2015-2016 those funds equaled approximately \$1300.

**VIII. Old Business**

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

B. Current policy review – BFPL Emergency Closing Policy: E. Dey - NTR

C. Hazard Mitigation Plan/Emergency Preparedness for Library - tabled until Sept.

D. Internet Connectivity Options - update

S. Dowdell reported that the Open Mesh project installation will be completed on June 23. She will ask for an update from the BOS regarding their Nutmeg Network hookup at their meeting next week.

E. Set date for Library Director evaluation and meeting with staff

Discussion about dates and times ensued; it was agreed to hold a special meeting in executive session for the Library Board to conduct the Library Director's annual evaluation and meet with library staff, if they wish, on **Monday, June 20, 2016 at 5 PM** in the **BOS Conference Room**.

**IX. New Business**

A. Budget transfer requests:

- i. From clerk line to part-time staff line – The BOS/BOF will take action on the request at their next meeting. \$125 from clerk line item to address possible shortage due to staff absences and from full day staff meeting on May 4.

Discussion ensued and all agreed to the transfer.

- ii. From FY 2016-2017 clerk line to Community Media Center clerk line – a request from Library Board asking that the funds (\$1,000) placed in the Library Board clerk line item for FY16-17 be transferred to the clerk line in the Community Media Center budget.

Motion to approve a Library Board request to the Board of Selectmen to transfer \$1,000 from the FY 2016-17 clerk line item to the clerk line under Community Media Center: Ragozine/Bellemare; all aye.

D. Ragozine added that the building committee should be broad based, strategic and have diverse members since it isn't strictly for a library.

B. ADA Compliance Issues from Strategic Plan - Discussion and possible action

1. Request the Library Board send a letter to the Board of Selectmen requesting the following building maintenance actions:
  - a. Repair or replace the uneven/cracked floor tiles in the hallway during FY 2016-17
  - b. Reposition elevator door jamb sign 2 inches lower making center line 60 inches above ground.

Motion to send a letter from the Library Board to the Board of Selectmen requesting that the uneven/cracked floor tiles in the hallway be replaced or repaired and reposition the elevator door jamb sign 2 inches lower making the center line 60 inches above ground in FY 2016-17 to be ADA compliant: Bellemare/Ragozine; all aye.

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

XI. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, September 14, 2016 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:37: O'Dell/Bellemare; all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk