



The Beacon Falls Public Library

Library Board of Trustees

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September 14, 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, Randi Bellemare, Barbara Betkoski, Annette Bosley-Boyce

Trustees Absent: Secretary/Treasurer Anne O'Dell, Darlene Raggozine

Others present: Susan Dowdell, Library Director

Erik welcomed the new trustee to the board. He compared this meeting to starting a new school year. He shared his excitement about having some real movement on the building committee, appointments were made and will be meeting soon. He was appreciative of everyone's volunteerism.

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the September 14, 2016 regular monthly meeting agenda:
Bellemare/Betkoski; all aye.

- III. **Approval of Minutes:** June 8, 2016 minutes - tabled

A quorum was not present who attended the June 8, 2016 meeting to approve the minutes.

Correspondence:

Board of Selectmen letter accepting the resignation of Library Board Trustee Jessica DeGennaro effective July 1, 2016.

R. Bellemare asked how to acknowledge a trustee's term. S. Dowdell explained that normally a book is purchased in the name of the outgoing trustee. E. Dey will contact J. DeGennaro and ask her for book suggestions for purchase.

- 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

E. Dey noted the Library Board is looking for a liaison to attend FoBFL meetings.

- a. Paid for new DVD shelves
- b. Current Membership Drive underway
- c. Tag Sale – September 25th (Sunday) – over 20 residents with tables, \$20 table fee to go into the FoBFL's building fund; at Beacon Falls Pharmacy 10 AM - 2 PM
- d. Cupcake Bank contest for kids/adults: Oct 11 deadline to return; final voting Nov 5
- e. Pumpkins and Pancakes – October 29 at fire house, co-sponsored with BF Lions Club
- f. Pampered Chef fundraiser from Oct 11 - Nov 7; and Nov 1 appetizer program
- g. Vendor Fair, Book Sale & Cupcake (finalize bank voting & baking contest)– November 5th
- h. Festival of Trees – December 2nd
- i. Holiday Party at Dowdell's - December 3rd
- j. Comedy Wedding Dinner Theater – April 1st at fire house

VI. **Strategic Plan:** Discussion and Vote

S. Dowdell emailed proposed strategic plan and appendices to trustees.

E. Dey commented that she did very thorough work.

S. Dowdell gave kudos to M. Melville for proofreading the documents.

Motion to the accept draft strategic plan: Bellemare/Betkoski; all aye.

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

A. June, July & August Service Report:

- For FY16 there was over 35% increase in program attendance but reduced ILL service impacted circulation which reduced circulation by almost 7%
- overall summer programming was down, fewer children's programs were offered, but the average attendance was greater
- Story time is being revamped, the Program Librarian is researching other programs via webinars and visits to other libraries
- Best attended summer children's program was Hula Hoop with almost 100
- Another popular program was Silly Sing-a-long, presented 3 times; done in collaboration with United Day School
- Pokémon Go program was well attended
- Best attended summer adult program was Train Your Brain, funded by CCF
- Estate Planning program was also well attended
- Volunteer hours increased this summer, but dropped once the students returned to school.
- Circulation of material was down however downloadable/audio books was up
- Library Director and Assistant Librarian are now Notary Publics

B. June, July & August Financial Report/Bills Paid:

- FY16 ended over budget on salary line due to sick and vacation day buyouts
- Library Conference in May will use up funds in Professional Development
- United Day School made a donation to use towards children's programming
- Conservation Commission gave \$300 for related programming
- Park & Rec funded \$700 worth of Flanders Nature Center programming to be co-sponsored by the library

C. Approval for any Bills to be Paid out of Library Board checking account: NONE

D. Other Library related news:

- S. Dowdell's application for a Matthies grant for projector, screen and speakers in assembly room was approved
- Milford Public Library joined Bibliomation, expanding borrowing resources for BFPL
- S. Dowdell resigned as CT Library Association Region One Rep

E. Dey asked if the self-checkout station is getting used; S. Dowdell responded that it gets periodic use and that some of the younger patrons are using it.

VIII. Old Business

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

B. Current policy review – BFPL Emergency Closing Policy: E. Dey
E. Dey will follow up with First Selectman C. Bielik.

C. Hazard Mitigation Plan/Emergency Preparedness for Library
S. Dowdell will work on before November 1, help from the Board would be appreciated.

D. Internet Connectivity Options - update
S. Dowdell reported that Bibliomation staff is working with Digital Back Office and the Connecticut Education Network to get the library's staff computers connected to the town hall's Nutmeg Network. This is needed due to Frontier's elimination of the DSL line within a year or so.

IX. New Business

A. 2017 Holiday Closings:
Library Director presented a proposed list of 2017 holiday closings which included contractual holidays, Saturdays that the library historically closes (Easter and Memorial Day weekends), and those which she is asking the Library Board to consider. The additional ones which are non-paid closures are:
November 11 – Saturday of Veterans Day weekend
December 23 – Saturday before Christmas
December 30 – Saturday before New Year's Eve.

Motion to approve non-paid library Saturday closures on November 11, 2017, December 23, 2017 and December 30, 2017: **Betkoski/Bosley-Boyce**; all aye.

B. 2017 Meeting Schedule Discussion

The Library Board reviewed the draft 2017 meeting schedule prepared by the Clerk.

Motion to accept the proposed 2017 Library Board meeting schedule and file with the Beacon Falls Town Clerk: **Bellemare/Betkoski**; all aye.

C. Elect Vice Chair - tabled until October

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

XI. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, October 12, 2016 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:44: **Bellemare/Betkoski**; all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk