



# The Beacon Falls Public Library

## Library Board of Trustees

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### October 12, 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 7:13 p.m.

Trustees present: Chairman Erik Dey, Secretary/Treasurer Anne O’Dell, Darlene Raggazine, Randi Bellemare

Trustees Absent: Annette Bosley-Boyce

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the October 12, 2016 regular monthly meeting agenda:

**Raggazine/Bellemare;** all aye.

- III. **Approval of Minutes:** June 8, 2016 and September 14, 2016

Motion to accept June 8, 2016 meeting minutes: **O’Dell/Bellemare;** all aye.

A quorum was not present who attended the September 14, 2016 monthly meeting to approve the minutes. It was agreed to accept the September 14, 2016 monthly meeting minutes as presented.

A quorum was not present who attended the September 14, 2016 special meeting to approve the minutes. It was agreed to accept the September 14, 2016 special meeting minutes as presented.

**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

Finalizing plans for upcoming events:

Cupcake Bank contest for kids/adults: final voting Nov 5

Pumpkins & Pancakes – Oct 29 at fire house, co-sponsored w/BF Lions Club

Pampered Chef fundraiser until Nov 7; and Nov 1 appetizer program

Vendor Fair, Book Sale & Cupcake (edible) contest– Nov 5<sup>th</sup>  
Gave Amy money toward gingerbread supplies  
Paid for Optical Illusion workshop to be held on 11/29 – used Give Local funds for  
STEM programming.  
S. Dowdell will be reporting the election results for the AP.  
Tag Sale earned over \$300 for the building fund.  
New Secretary – Janet Lanci  
Festival of Trees – December 2<sup>nd</sup>  
Holiday Party - December 3<sup>rd</sup>  
Comedy Wedding Dinner Theater – April 1, 2017 at fire house

VI. **Strategic Plan:**

S. Dowdell will work on getting it printed and create a brochure.

Note: the building committee charge is to be finalized at a Board of Selectmen Special Meeting on October 26.

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

A. September Service Report:

- Miss Amy visited the Kindergarten class at Laurel Ledge Elementary School. She read stories to the classes and handed out library card applications. The children will visit the library in October and receive their 1<sup>st</sup> library card.
- Best attended adult program in September was “Benefits of a Good Night’s Sleep” funded by a grant from the Connecticut Community Foundation. Also well attended were the Medicare Fraud program and the Terrarium workshops. Due to increased interest two terrarium classes were offered.
- Four residents have utilized the notary service offered by the library during the month of September.
- The library held a children’s theatre group meeting. The library is collaborating with town resident Ann Cook to plan a children’s theatre performance to take place in December.
- Director Sue Dowdell met with local teens to brainstorm as part of a teen advisory group to aid in planning teen programs and other library related activities.
- As previously noted, preschool story time has been suspended as of September 1<sup>st</sup> and will not be held until the special Halloween story time on October 27<sup>th</sup> and 28<sup>th</sup>.

B. September Financial Report/Bills Paid:

S. Dowdell reported that the library was right on track for programming expenses and all other line items are where they should be for this time of the year.

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

D. Other Library related news:

- Installation of the projector, screen, and speakers was completed and ready for use.

- Still having issues with computer software to count patron use – statistics will remain incorrect for the year.
- Newsletter will be finished next week

### 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 - no update  
S. Dowdell will review the current computer usage policy.
- C. Hazard Mitigation Plan/Emergency Preparedness for Library  
S. Dowdell will begin working on it November 1.
- D. Internet Connectivity Options - update  
S. Dowdell reported the library will be moving from CEN to Town's Nutmeg Network on October 25.

### IX. **New Business**

- A. Gingerbread Workshop Supplies  
A. Enquist provided a wish list of supplies for the board members who would like to volunteer to purchase them to support the gingerbread workshop.
- B. Library Board Vacancy Discussion  
E. Dey asked for suggestions to fill the vacancy, he noted the vacancy was posted in the Citizen's News last week.  
  
D. Raggazine offered to post it on her homeowner's web site and look into book clubs for anyone interested in filling the Library Board vacancy.
- C. Elect Vice Chair  
E. Dey explained that this position is to support the chair and perhaps be the future chair.  
D. Raggazine requested this be tabled until the November meeting.  
  
E. Dey noted there wasn't an urgent need to fill the Vice Chair and this new position will groom the future chair and provide a smooth transition when the current chairman's term expires.

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

### XI. **Announcements/Adjournment:**

The next regular monthly meeting will be held **Wednesday, November 9, 2016 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:47: Bellemare/O'Dell; all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk