



# The Beacon Falls Public Library

## Library Board of Trustees

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### November 9, 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 7:10 p.m.

Trustees present: Chairman Erik Dey, Darlene Raggazine, Randi Bellemare, Annette Bosley-Boyce

Trustees Absent: Secretary/Treasurer Anne O’Dell

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the November 9, 2016 regular monthly meeting agenda:  
**Bellemare/Raggazine;** all aye.

- III. **Approval of Minutes:** October 12, 2016 - tabled until December meeting

**Correspondence:**

- email notice re Board of Finance Special Meeting on Wed 11/16/16 at 7 PM to review the recently revised Finance Policy Manual and provide updates to all Boards and Departments
- Board of Selectmen letter dated 9/13/16 re the appointment of Annette Bosley-Boyce
- ACLB newsletter

- 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

October 29 pumpkins & pancakes breakfast fundraiser went well, it was a good community event also involving the Lions, Lioness, Beacon Hose and Rotary November 5 event (shopping fair, book sale, cupcake contests) raised over \$1300; discussed possible changes for next year

Approved renewal of 4 passes: Peabody Museum, Imagination Museum, New Britain Art Museum and CT State Parks  
Comedy Wedding Dinner Theater – April 1, 2017 at fire house - committee will meet 11/29; tickets go on sale 12/1, \$10 discount before March 1st  
Approved funding for Bubble Man for Summer 2017 Reading Program

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

A. October Service Reports:

- Decrease in circulation, similar state-wide; received some suggestions and will be brainstorming ways to increase circulation
- staff notarized materials for 7 people last month
- children's program attendance decreased; staff reviewed statistics and concluded the 25% decrease in elementary school population in the past 5 years is reflected in lower attendance in BFPL children's programs
- Region 16 schools now have media specialists, so there is less of a need for BFPL staff to visit schools
- New/revived BFPL programs offered include: Construction Day, Youth Theater group, Flanders Nature Center programs, Robotics competition and Mad Science and Art programs
- Possible partnering with Cub Scouts/Boy Scouts for them to work on badges

B. October Financial Report/Bills Paid:

- 33% of the year has passed and all line items are within expected limits
- S. Dowdell noted that much of the Library Board checking account funds are encumbered
- E. Dey asked for feedback on the Facebook advertising and if it was worth it.

**ACTION:** S. Dowdell will provide Facebook advertising feedback at the December meeting.

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

S. Dowdell requested approval for \$175 to cover costs for strategic plan printing brochures and the plan.

Motion to approve spending up to \$175 from the Library Board checking account for printing costs for brochures and strategic plan copies: **Ragozzine/Bellemare**; all aye.

D. Other Library related news:

- S. Dowdell will attend BOF Risk Assessment meeting on 11/10/16
- Attended UVL meeting
- Building committee charge tabled until the 11/14/16 Board of Selectmen meeting; S. Dowdell noted that the committee will need to find a replacement

for a member who has moved out of town.

## VII. Old Business

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

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

E. Dey contacted First Selectman Bielik and is awaiting a response.

E. Dey advised the Library Director to follow the current policy for now which is the Library Director/staff calls the Library Board Chairman who calls the First Selectman, they will make a determination to close the library or not and the Library Board Chairman will contact the library staff.

C. Hazard Mitigation Plan/Emergency Preparedness for Library - NTR

D. Internet Connectivity Options - update

S. Dowdell reported that the staff computers were connected to the Town Hall fiber network as of October 24 and now work much faster.

E. Library Board Vacancy Discussion -

**ACTION:** D. Ragozzine will try to recruit a Library Board member at her book club.

F. Elect Vice Chair

E. Dey explained that this position is to serve as the new chair or help transition the new chair when the current chair's term expires.

Discussion:

D. Ragozzine indicated that she couldn't commit to the Vice Chair position and noted that she is part of the building committee.

E. Dey asked Annette Bosley-Boyce if she would consider filling the Vice Chair position. A. Bosley-Boyce agreed to take the Vice Chair position.

Motion to nominate Annette Bosley-Boyce to fill the Vice Chair position:

**Ragozzine/Bellemare;** all aye.

Annette Bosley-Boyce accepted the Vice Chair nomination.

IX. **New Business**

A. Current policy review - Computer Usage - Discussion and possibly adopt

Discussion of proposed policy changes:

D. Ragozzine suggested the policies go through the town legal counsel.

S. Dowdell noted that a caveat was added to the computer screen which pops up when a patron logs on, they must agree to abide by library computer usage policies before they can continue.

**ACTION:** E. Dey will request legal review of the current BFPL code of conduct, and the current and proposed computer policies by the town's legal counsel and will email them to First Selectman Bielik and cc the Library Board.

B. FY 2017-18 Budget

S. Dowdell presented a FY 2017-18 draft budget proposal which includes:

- Salary increase per contract
- Technology Librarian (20 hours/week)
- \$350 increase in computer support
- \$100 increase in library materials
- \$100 increase in library programming

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

X. **Announcements/Adjournment:**

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

Motion to adjourn the meeting at 8:11: Bellemare/Ragozzine; all aye.

Respectfully Submitted,

Martha Melville  
Library Board Clerk