



The Beacon Falls Public Library

Library Board of Trustees

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December 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, Vice Chair Annette Bosley-Boyce, Secretary/Treasurer Anne O'Dell, Randi Bellemare, Darlene Raggazine, Denzell Smith

Others present: Susan Dowdell, Library Director

Moment of silence observed for Sandy Hook.

Chairman Erik Dey welcomed Denzell Smith to the Board.

- II. **Review of Agenda**

The agenda was reviewed.

Motion to approve the December 14, 2016 regular monthly meeting agenda:

Raggazine/Bellemare; all aye.

- III. **Approval of Minutes:** October 12, 2016 and November 9, 2016

Motion to accept October 12, 2016 meeting minutes: **O'Dell/Bellemare;** all aye.

D. Smith abstained as he was not at the October 12, 2016 meeting.

Motion to accept November 9, 2016 meeting minutes: **Bellemare/Bosley-Boyce;** all aye.

A. O'Dell and D. Smith abstained as they were not at the October 12, 2016 meeting.

- IV. **Correspondence:**

- appointment letters from the Board of Selectmen for the Community Media Center Building Committee and for Denzell Smith's appointment to the Library Board of Trustees

- V. **Public Comment**

Chairman E. Dey asked three times if there was any other public comment and there was none at this time.

VI. **Friends' Report:** Sue Dowdell

Distributed flyer and ticket information for the Comedy Wedding Dinner Show fundraiser on Saturday April 1, 2017 at fire house - committee met on 11/29 & 12/13

Proceeds will go to library building fund. Looking for businesses to sponsor ads in the program book.

The Friends endorsed FoBFL lifetime member Susan Cable as the liaison to the Community Media Center Building Committee to represent their interests and to help coordinate any/all fundraising efforts and will request the Board of Selectmen appoint her as an ex officio member in an advisory role.

VII. **Building Committee Report** - Darlene Ragozzine

At their initial meeting they went over their mission and direction of the committee and discussed ways to communicate this to the community.

Members toured the house on 35 Wolfe Ave on Saturday 12/10. Next meeting is on December 28th, but regular meetings will be on 4th Monday each month. Joanna Mays will be their clerk.

Building Program - S. Dowdell shared copies of the previous Building Program from the 2008-2012 Long Range Plan. The Building Program is the document an architect will use when designing the library portion of the Community Media Center. She presented the Trustees with the part of the current Building Program that has been started. She requested that another trustee work with her as a subcommittee to develop it fully. D. Ragozzine and E. Dey agreed to work with the Library Director.

Discussion about the future of the Wolfe Ave house. S. Dowdell noted that a past study committee and the P&Z Commission approved demolition of house but it was not funded.

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

A. November Service Reports:

- i) The best attended children's programs last month included the Mad Science Optical Illusion program and the Youth Theater Group meeting/practices. The Youth Theater Group will perform "Toy School" on Friday, January 6th.

S. Dowdell noted that the Park & Recreation Commission paid for rights to the play. The Friends took out a full page program ad for Toy School.

- ii) The best attended adult programs last month were the Appetizer program hosted by our own Martha Melville and the Connecticut Community Foundation grant-funded program, "Living in the Moment." We have now concluded this series which was very popular with our older

adults. The CCF grant cycle will soon be starting up, Program Librarian, Amy Enquist will be involved in that application.

E. Dey commented on the downward trend and wondered if resources need to be reallocated to change with the patron's needs. S. Dowdell noted that this trend was statewide based on the yearly State Reports submitted.

B. November Financial Report/Bills Paid:

- i) 42% of the year has been completed. Most line items are within expected limits.
- ii) We are watching the computer line item.
 - (1) We have had some instances of virus/malware which caused us to use additional unexpected tech support service on our staff computers.
 - (2) In addition, we have had issues with our patron laptops. We are investigating an upgrade to Windows 10 Professional and associated software updates that would be needed due to those upgrades to keep our laptops going another few years.

C. Approval for any Bills to be Paid from the Library Board checking account:

S. Dowdell asked the Library Board to consider setting aside \$100 from the Library Board checking account for the Youth Theater Group.

Motion to take out a full page program ad for Toy School for \$100:

Raggozine/O'Dell; all aye.

Motion to give Chairman Erik Dey authorization to pay bills related to the Youth Theater Group as received provided they do not exceed the amount coming in:

Bellemare/Raggozine; all aye.

D. Other Library related news:

- 1. State Report info for entire state compared to Beacon Falls
 - Circulation per capita fell for the 5th straight year. It is now 18% lower than in FY2011.

D. Smith asked how new items in the library are advertised, S. Dowdell mentioned Wowbrary and Facebook postings.

E. Dey added that the marketing for the library could improve.

2. Facebook advertising question from last meeting:

The CCF programs were publicized the events via Facebook ads targeting 50 and over demographic. Each ad ran about 3 days during specific time frames.

- 3. Instituted additional security measures at the library after meeting with the Risk Assessment Committee.

IX. Old Business

- A. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- B. Current policy review – BFPL Emergency Closing Policy: E. Dey - tabled
- C. Hazard Mitigation Plan/Emergency Preparedness for Library - tabled
- D. Current Policy Review - Computer Usage - Code of Conduct - status sent off to town attorney for review
- E. FY 2017-18 Budget - tabled

X. New Business

- A. Library Closure on Friday December 23

The library will be closing no later than 2:30 on Friday, December 23rd, when the rest of the town hall will close, per the First Selectmen. It will be closed on Saturday, December 24th and Saturday, December 30th in addition to the paid holidays. The early closing and Saturdays closed are NOT paid holidays for staff as our schedule has worked around the closings.

Motion to close the library no later than 2:30 on Friday, December 23rd, when the rest of the town hall will close: **Raggozine/Bellemare**; all aye.

XI. Executive Session (if needed)

XII. Announcements/Adjournment:

The next regular monthly meeting will be held **Wednesday, January 11, 2017 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:58: **O'Dell/Bellemare**; all aye.

Respectfully Submitted,

Martha Melville
Library Board Clerk