



# The Beacon Falls Public Library

## Library Board of Trustees

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### February 11, 2015 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman Ken Priestley 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 Ken Priestley, Patricia Caldwell, Anne O'Dell, Erik Dey, Jessica DeGennaro

Trustees absent: Sharon Davis

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed Motion to approve the February 11, 2015 agenda: Dey/Caldwell; all aye.

- III. **Approval of Minutes:** January 21

The January 21, 2015 special meeting minutes were reviewed. Motion to accept January 21, 2015 special meeting minutes: DeGennaro/Day; all aye. *P. Caldwell abstained as she was not at the January 21, 2015 meeting.*

Correspondence:

- Received ACLB membership renewal notice for \$100

Motion to renew ACLB membership for \$100: O'Dell/Caldwell: all aye.

- IV. **Public Comment** – none

- V. **Friends' Report:** Ken Priestley

- Last met on February 3, minutes forwarded to Trustees
- Preparing for Scrabble: March 12 deadline for donations to be listed in program
- Skirt for bench in hallway was completed and installed by Susan Levine and Wanda Mulinski.

VI. **Long Range Plan subcommittee:** met just prior to this meeting at 6:00 p.m.

The subcommittee reviewed the library survey and library brochure drafts.

It was agreed to remove the question about the Wolfe Ave property from the survey.

The attendees timed themselves taking the survey and estimated that it should take less than 10 minutes to complete.

Hard copies will be made doubled sided and be one page.

Distribution of the survey was discussed. After brainstorming for local groups to involve it was agreed to email the link to the survey to contacts in the Beacon Falls Rotary Club, St. Michael's Men's Club, Ladies' Guild, church bulletins, Lions & Lioness Clubs, Pond Spring Village, Chatfield Farms and town departments and ask that the email will be forwarded to members in those groups.

**ACTION:** S. Dowdell will also sent it to Region 16 for email distribution to school parents.

S. Dowdell noted that on the program survey posted on Facebook yielded 85 responses.

S. Dowdell requested the Library Board fund Facebook advertising to promote the survey via the Friends' page.

Motion to approve up to \$40.00 from the Library Board checking account to advertise the survey through the Friends' Facebook page: Caldwell/DeGennaro; all aye.

K. Priestley asked E. Dey what was the recommended time to keep a survey open. E. Dey suggested a two-week window but to continue to collect data on any surveys completed after that time.

E. Dey commented that using Google forms may look different depending on users settings and to advertise that the survey will take it less than 10 minutes to complete.

The subcommittee also reviewed the library brochures and made suggested changes.

**ACTION:** S. Dowdell will make the recommended changes and bring the final versions to next workshop.

The Long Range Plan Subcommittee will meet on Wednesday, March 11, 2015 at 6 p.m. immediately before the regular monthly Library Board meeting.

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

### a. **Reports**

#### Service Report:

- overall circulation was down a little bit, circulation of audio books was strong, both from OverDrive and iConn
- registration: S. Dowdell and A. Enquist haven't been to visit schools yet
- program attendance: slightly weak; had a good turnout for the essential oils class; mine craft class for 3-7 graders had good attendance; pre-school numbers were down which could be weather-related
- genealogy class scheduled for February 21
- Chris Bielik will present a 1915 WWI program on February 26
- Sophie Zyla will present a program about critters in Matthies Park on March 3
- On March 5 there will be a spring cleaning with natural products presentation
- Doug Burke long time volunteer will be leaving
- computer sessions were up for the month

#### Financial Report

- Regarding the anticipating over spending of the part time line item, S. Dowdell asked the Board of Selectmen for advice on how to make the transfer to cover this shortage; Town Finance Manager Tom Broseler suggested letting it go into deficit and pay off from ft line at the end of the year once the exact amount is known
- Friends approved to pay for one of summer reading programs
- A. Enquist suggested having a movie night fundraiser to be sponsored by the Friends to raise money specifically for programs
- S. Dowdell and A. Enquist plan to go to a 2-day CLA conference in Mystic, which will exhaust the professional development budget
- S. Dowdell noted that part of a municipal grant the town received could be used to cover part of the CLA conference
- petty cash withdrawals were made to cover craft supplies and beverage cups

#### Approval for any Bills to be Paid:

OverDrive: S. Dowdell shared that First Selectman Chris Bielik recommended the Library Board pay the past due bill from OverDrive.

Motion to pay the past due OverDrive bill from Library Board funds:  
**Dey/Caldwell;** all aye.

## VIII. **Old Business**

### a. **Bibliomation update:**

Due to facilities issues at the Prospect Library, S. Dowdell only met with WRHS media staff to encourage them to join Bibliomation to be in the same circulation program. This idea was not well received and the school opted to remain in their current system.

b. Library Self Check-out -

Bibliomation staff requested that S. Dowdell look into using Raspberry Pi, a less expensive minicomputer which would use a manual A/B switch between the OPAC computer to the self check-out computer.

S. Dowdell commented that the switch and cables could be taken and that it would seem like a backwards in technology. K. Priestley concurred.

The Library Board agreed and did not approve using a manual A/B switch technology solution for the self check-out project.

S. Dowdell noted that the Friends will fund up to \$1,400 for a self check-out system.

S. Dowdell added that any funds raised by the Friends in the 2015 Give Local Campaign will go towards the matching LSTA grant requirement for adult programming.

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

d. Current policy review – tabled until March

e. Redefining Library Board Treasurer's Duties; note changes in by laws in March

S. Dowdell commented that there had been no change in status for the Town Treasurer to take over the Library Board checking account and that the town audit was not yet complete.

f. FY 2015-2016 budget

S. Dowdell submitted the library's FY 2015-2016 budget to the Board of Selectmen

She noted that Senator Crisco and Representative Conroy were going to look into any at funding available to remove the Wolfe Ave house.

g. LSTA Grant - update - S. Dowdell

Received 85 responses to a program survey posted on Facebook. The BFPL will offer healthy cooking series and tracing your family tree program.

This survey asked for dates/times when patrons are available. BFPL continues to analyze the data and may offer some of the same programs during the day and at night.

The BFPL may also offer a dementia support group run by a volunteer. S. Dowdell will have more details at March meeting

h. Late Fines on Family Passes

S. Dowdell shared information gathered from other libraries on their policy for

circulation of passes for local attractions.

Motion to begin charging a \$10 per day late fee for passes to be reduced at the discretion of the library staff: Dey/O'Dell; all aye.

**ACTION:** S. Dowdell will incorporate the fee penalty including replacement cost in the revision to the library policy on fines and bring to the March meeting. The maximum fine would be up to the replacement cost of the pass.

**IX. New Business**

a. Develop Budget for Library Board Funds: discussion

S. Dowdell noted that BFPL uses a lot of volunteers to provide free programs to patrons.

Motion to commit Library Board funds to cover any deficit from the Friends' fundraising effort in the 2015 Give Local Campaign for the matching LSTA grant requirement for adult programming: Dey/O'Dell; all aye.

It was agreed to keep a minimum of \$5,000 in the Library Board checking account.

**ACTION:** S. Dowdell will get estimates for a new desk/cabinet for the Library Director.

b. Scrabble Challenge - reminder (form team/volunteers/donations)

J. DeGennaro agreed to be a judge.

Both A. O'Dell and P. Caldwell indicated they were interested in playing on a team.

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

Announcements/Adjournment:

The next regular monthly meeting will be on Wednesday, March 11, 2015 at 7:00 p.m.

Motion to adjourn the meeting at 8:19: Dey/DeGennaro; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk