



# The Beacon Falls Public Library

## Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729-1441 • fax: (203) 729-4927

[beaconfallslibrary@yahoo.com](mailto:beaconfallslibrary@yahoo.com)

[www.mybflib.org](http://www.mybflib.org)

### March 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 7:01 p.m.

Trustees present: Chairman Ken Priestley, Sharon Davis, Anne O'Dell, Jessica DeGennaro, Patricia Caldwell, Erik Dey

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed Motion to approve the March 11, 2015 agenda: Davis/O'Dell; all aye.
- III. **Approval of Minutes:** February 11

The February 11, 2015 monthly meeting minutes were reviewed. Motion to accept February 11, 2015 monthly meeting minutes: Dey/DeGennaro; all aye. *S. Davis abstained as she was not at the February 11, 2015 meeting.*

#### **Correspondence:**

- Received a copy of the ACLB Trustee Handbook with membership renewal; it will be kept in the library
- Received email from M. Melville re the Library Board having a Facebook page and the official word from First Selectman Chris Bielik that town committees and boards are allowed to have a Facebook page. After discussion, it was agreed that the Library Board opted to use the FOL page and not duplicate efforts.

- IV. **Public Comment** – none

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

- Met on March 10; minutes will be forwarded
- reviewed treasurer's report
- Preparing for Scrabble on March 19; tea cup auction items needed
- Sponsoring a Pampered Chef fundraiser; order deadline is March 21
- Decorate-a-Duck contest will begin; voting during April

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

- Worked on finalizing the library survey, tweaked it a bit; 4 pages long
- S. Dowdell will bring final copy to April LRP workshop for approval
- Discussed plan of dissemination via email and bringing copies to the children's llama program
- May ask the Library Board to consider paying for Facebook advertising to target Beacon Falls residents encouraging them to complete survey

S. Dowdell explained that she contacted Tia Mandrozios, a professional graphic designer, for create a logo for the BFPL. This logo will go on the library brochure and future library material in order to brand the library. She also requested a name be created to go with the LSTA grant submission

Motion to authorize Susan Dowdell to sign a contract with Tia Mandrozios for \$280 for the design of a BFPL logo and name for the LSTA grant: Dey/Davis; no discussion; all aye.

S Dowdell confirmed that the Library Board will have final approval of design.

The Long Range Plan Subcommittee will meet on Wednesday, April 8, 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 basically the same as last year overall
- computer usage and patrons using library computers were up 15% over the same month last year
- efforts of new Program Librarian showing as this month marks the first time since October that more people participated in programs as compared to the same month last year, despite the harsh weather in February
- genealogy and WWI history talks were well attended adult programs offered
- an 8-session genealogy class will be offered through the LSTA grant using the same presenters
- Readers Theatre skits were presented on February 7, before the monthly craft program during Take Your Child to the Library Day
- another round of Readers Theatre presentations are planned for the summer
- S. Dowdell noted that she with the help of a retired teacher will offer Math Mondays in the summer, to help students with their math packets
- S. Dowdell shared success stories involved patrons including helping with IRS tax information, downloading eBooks on mobile devices and providing space for tutoring and meetings
- S. Dowdell noted a free trial subscription for Book Page, a book review magazine published monthly by America's Book Review. An annual

subscription would be \$300 for 50 copies each month to giveaway to patrons. She distributed sample copies to the Trustees for further discussion at the April meeting.

E. Dey asked if an exit survey was given after library programs which could possibly be used for budget justification. S. Dowdell responded no, but the LSTA grant-funded programs required a survey be given. This will be discussed with the Program Librarian and may be instituted in the fall.

#### Financial Report

- 67% of the fiscal year is complete, spending is on track with the exception of the part time budget line item; the Board of Selectmen did not take action on this and the Board of Finance notified departments that they don't want any budget lines depleted. S. Dowdell will work with the Two Finance Manager to calculate an accurate figure to request a transfer of funds from the full time budget line item to cover the overage on the part time line.
- Significant purchases in library materials for summer reading will be paid in the next few months including books from the state summer reading list and new Nutmeg books
- Professional Development line will be reduced significantly due to the CLA conference in Mystic

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

- Crystal Rock bill due for \$9.50 (2 bottles of water/month)
- \$280 to TiaArts for BFPL logo and LSTA grant name

### **VIII. Old Business**

- a. Bibliomation update: S. Dowdell  
System was down for 2 days due to cyber attack on Silas Bronson Waterbury library
- b. Library Self Check-out update: S. Dowdell  
Programmer only has credentials for self-checkout; moving slowly at Bibliomation due to nasty weather causing library closures.
- c. CT State Library Board of Trustee's listserv: Erik Dey  
The Governor's proposed budget proposes eliminating funding for Connecticut, CLC and grants to public libraries. Currently, BFPL benefits from this consortium with discounted rates for purchasing books, library materials, movie licensing, and Job Now and Tumble Books databases.  
S. Dowdell requested the Library Board of Trustees email our local representatives Joe Crisco and Theresa Conroy a testimony supporting the state library budget.
- d. Current policy review – Code of Conduct

S. Dowdell presented the current Code of Conduct library policy adopted on November 14, 2012. Discussion ensued on revising guidelines so they don't begin with

"No". Further discussion on the age children who must be accompanied in the library. S. Dowdell noted that she discussed this point with the Town attorney who rendered an opinion that the current policy does not violate CGS (CT general statutes) and will talk to the BFPL staff.

**ACTION**: S. Dowdell will revise Code of Conduct policy and present new version at the April meeting.

e. Redefining Library Board Treasurer's Duties

S. Dowdell noted that the town auditor didn't mention the Library Board checkbook, which according to state statute, the Town Treasurer oversees all town accounts. There was no sense of urgency to transfer control of the checkbook to the town. She added that the smoothest transition would be to make it effective at end of the fiscal year on July 1, 2015. At that time, the signature cards on the account would need to change.

**ACTION**: S. Dowdell will speak with the Town Finance Director to ensure a July 1, 2015 conversion.

Any change to the role of the Library Board Treasurer would be addressed in a revision to the by laws.

f. LSTA Grant - update - S. Dowdell

A draft was submitted to the State Coordinator for feedback. A lesser amount may be requested than originally thought based on feedback.

S. Dowdell is working with Kristen Trzaski, a chef, and Diane Betkoski, a registered dietician, to offer 4 healthy cooking classes at fire house kitchen; two in the fall and two in the spring of 2016.

S. Dowdell is also working with Lisa Piccioli and Mary Ellen Lucuk to conduct 8 genealogy classes.

The LSTA grant will also cover subscriptions to Ancestry.com and GenealogyBank for FY 2015-16.

The grants awarded will be announced on June 8.

h. Family Passes Policy

S. Dowdell forwarded a draft policy for the trustees to review prior to this meeting. She will post the policy for one month for patron to review and provide feedback. The Board will approve the policy at the April meeting.

**IX. New Business**

- a. Name committee to review and make recommendations for revisions of By Laws

A subcommittee to review and make recommendations for revisions to the Library Board will include: Jessica DeGennaro, Anne O'Dell, Sharon Davis and Ken Priestley.

The subcommittee will also note any changes to the Library Board Treasurer's duties and will refer to the ACLB handbook for guidance.

They will meet on Tuesday, March 24, 2015 at 3:30 p.m. in the town hall assembly room. The Clerk will post the agenda and notes.

**ACTION:** S. Dowdell will book the assembly room and make copies of the ACLB handbook for the subcommittee members

email by laws to LB to be reviewed

E. Dey asked about the process to remove a member from the Board and if it's still in by laws.

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

Announcements/Adjournment:

The next regular monthly meeting will be on Wednesday, April 8, 2015 at 7:00 p.m.

Motion to adjourn the meeting at 8:25: **Davis/Dey**; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk