



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

www.mybflib.org

April 8, 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, Sharon Davis, Anne O'Dell, Erik Dey

Others present: Susan Dowdell, Library Director; Tia Mandrozos

Trustees absent: Patricia Caldwell, Jessica DeGennaro

- II. **Review of Agenda:** The agenda was reviewed Chairman K. Priestley added b. Resource Links on Library Website under New Business and asked Tia Mandrozos to speak before the business meeting

Motion to approve the amended April 8, 2015 agenda: O'Dell/Davis; all aye.

The Board brainstormed ideas for a library logo with local artist Tia Mandrozos.

T. Mandrozos explained the ideas behind the previous logo presented of a hand shake under a rainbow above an open book. The rainbow incorporated the child aspect and showed a big picture of the community, the big things the library does and colors of rainbow depicted a variety of services; the hand shake was the relationship with the community.

S. Davis commented that the draft logo presented didn't grab her. She noted that the library logo should have a symbol of growing.

E. Dey noted that he appreciated the thought that went into the logo development.

K. Priestley said he preferred a tree in the logo and maybe use the motto "The little library that does BIG things"

A. O'Dell said she would like to see the logo be more modern.

T. Mandrozos explained that logos should be simplistic and attention grabbing; some of the images can be faded to make the design look less cluttered.

S. Dowdell shared part of the BFPL mission statement which included learning, enjoying, participating.

S. Davis suggested using the words learn, enjoy, participate rather than using images depicting the library services.

E. Dey said the tree and the book are two central ideas for the logo.

T. Mandrozos will sketch a draft of a tree with a book and Beacon Falls Public Library along the bottom with the words: Learn Enjoy Participate, in a curved dome frame on top perhaps separated by a leaf in between each word and present it to the Board.

Colors: it was agreed to leave the design black and white to look more modern. Could have color logo to use on the website (cream and maroon with a muted green for tree).

III. **Approval of Minutes:** March 11

The March 11, 2015 monthly meeting minutes were reviewed. Motion to accept the March 11, 2015 monthly meeting minutes: Dey/Davis; all aye.

Correspondence:

- Received a thank you note from the Friends for the Library Board's support to the Scrabble Challenge

IV. **Public Comment** – Chairman K. Priestley asked three times if there were public comment and there were none at this time.

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

- Met last night; minutes will be forwarded
- reviewed treasurer's report
- Scrabble net profit was \$2,759.61
- \$2,500 Scrabble profits will go into building fund leaving \$259.61 in a kitty for S. Dowdell make purchases for the 2016 challenge
- received a Pampered Chef fundraiser donation of \$225 from Martha Melville
- curtains in the children's room are down, fabric was purchased, Susan Levine will make
- paid \$300 for Book page subscription for one year
- agreed to pay for summer reading gift card prizes up to \$80
- decorate-a-duck sold out with 20 in the contest
- Give Local campaign through CCF will run on May 5-6 for 36 hours CCF will match a certain percentage
- will have booth at Duck Race on May 9
- R. Bielik will landscape the bottom of the Library sign post
- volunteer Doug Burke's last day at BFPL will be May 1
- movie night with refreshments won't work, would need another license, not a cost effective fundraiser

VI. **Long Range Plan subcommittee:** met just prior to this meeting - Sue Dowdell

- Worked on finalizing the library survey
- Survey deadline is May 11
- Discussed plan for dissemination via press release to local newspapers, email to groups and request it be forwarded to members, online at library website, eventbrite, Wowbrary and the Town of Beacon Falls website. Paper surveys will be available at the library and programs, town departments, boards and commissions and seeking volunteers to take them to the Rec field. The survey will be posted on several Facebook pages to share and paid advertising will also be used.
- Motion to pay \$50 to advertise the library survey on Facebook: **Dey/Davis**; all aye.
- Note: survey is only for Beacon Falls residents

The next Long Range Plan Subcommittee will be scheduled at the May monthly Library Board meeting.

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

a. **Reports**

Service Report:

- there was less than a 1% decline in overall circulation compared to the same month in 2014
- video circulation may be down due to increase use of Netflix and Amazon streaming
- E-books circulation may be down as Tumblebooks was used at school last year
- most of the summer reading program plans are complete
- there will be a bus trip to the Bronx Zoo in August
- there will be a bus trip to Salem, MA in October

Financial Report

- 75% of the fiscal year is over; spending is within normal range
- First Selectman and Town Finance Manager are aware of deficit in part time line
- Amy Enquist completed her probationary period and now a full time employee

Approval for any Bills to be Paid:

- Treasurer S. Davis wrote a check to Citizen's News for the last newsletter

VIII. **Old Business**

a. Bibliomation update: S. Dowdell

- S. Dowdell took training on how to add Amazon items before they come in

- S. Dowdell and J. Kozodoy will take Bibliotech training for general work on computers, to save money by having someone in house conduct easy fixes when needed.
 - There will be an OverDrive webinar to see what's new
 - S. Dowdell will order more patron cards through Bibliomation
 - The Nutmeg network fiber optic line is coming into town hall will be installed eventually and library will be wired and coordinated with Bibliomation.
- b. Library Self Check-out update: S. Dowdell
- ordered bar scanner with funds remaining in computer line item
 - Programmer Lin Walsh got credentials from Bibliomation and has been working with sample bar codes
- c. CT State Library Board of Trustee's listserv: Erik Dey
- discussions circulating on state budget and potential cuts to library
 - S. Dowdell talked to Theresa Conroy about budget cuts affecting libraries
 - S. Dowdell wrote a letter to the editor of Citizen's News
 - On April 15 librarians are rallying at the state legislative office against proposed budget cuts and the elimination of key statutes

d. Current policy review – Code of Conduct

S. Dowdell provided a revision to the existing Code of Conduct policy for the Library Board members to review to be discussed at a future meeting.

e. Redefining Library Board Treasurer's Duties

S. Dowdell spoke to Tom Broesler, Town Finance Director, and he agreed that July 1, 2015 would be a good time to transition the Library Board checkbook to the town.

It was agreed to hold off on any changes in the by laws regarding the treasurer's duties until something changed with the handling of the account.

f. LSTA Grant - update - S. Dowdell

The grant requesting \$5,241 was submitted on March 30 and will cover 4 cooking classes with chef Kristen Trzaski and dietician Diane Betkoski to be held at the fire house kitchen. Beacon Hose will publicize and allow the library to use the kitchen for free. The grant will also cover 8 sessions of genealogy classes.

"Wisdom beyond years: healthy lifestyle series" was the tag for the grant application. The Friends wrote a letter of support and agreed to publicize the events on Facebook. Chatfield Farms residents, Beacon Hose No. 1 and Griffin Hospital also provided letters of support.

The grants awarded will be announced on June 8.

g. Family Passes Policy

S. Dowdell noted that she had posted the family passes policy, including on Wowbrary, and shared the suggested edits that were received.

Motion to accept the Family Pass Policy with the suggested edits dated March 2015 effective immediately: O'Dell/Davis; no discussion; all aye

ACTION: S. Dowdell will post the full Family Pass policy to the library web site and a synopsis of the late fees will be included when passes are borrowed.

h. Recommendations from Subcommittee on changes to By Laws - vote

The By Laws subcommittee met on March 24 to review the current By Laws and suggested the following changes:

- In Article 3, section 3: eliminate the "but not limited to" verbiage in Board vacancy paragraph
- In Article 5: reverse order of items 2 & 3
- In Article 8: add wording about notifying the members ASAP of any emergency situation arising in connection with the library deemed by the Chairperson and Library Director
- In Article 3, section 2: the By Laws subcommittee asked First Selectman C. Bielik his opinion on the removal of a Board member in accordance with state laws, because they are elected positions. First Selectman C. Bielik will research options; by law will remain as it stands awaiting a response from him.

E. Dey suggested considering having a position of Vice Chair added to the By Laws. This may be revisited if/when the treasurer's duties change and the By Laws need to be amended.

Motion to amend the by laws with the above changes and adopt: Davis/O'Dell; no discussion; all aye.

IX. **New Business**

a. Library Hours

S. Dowdell shared a proposal for the Board's consideration in a change to the hours the library is open. The state report requires counting the number of patrons who visit the library and will use that data to optimize the hours. On many Tuesdays and Thursdays when the library opens later, patrons are waiting to get in. She suggested the library hours be changed to be more in line with when the town hall is open. The library would still be open the same number of hours so it would not impact staffing however the current hours are stated in the union contract and any changes would need to be sent to the Board of Selectman who would then speak with the AFSCME union to reach an agreement.

A. O'Dell commented that she would prefer consistency of when the library opens.

ACTION: S. Dowdell will continue to collect data on patron visits and will report back at the May meeting.

b. Resource Links on library website

S. Dowdell shared a patron request to post a link to the library web site. According to the current web link policy any links posted are at the discretion of the library staff.

The request was to post the link to drivingtest.org on the library web site, which features online practice tests and manuals and FAQ. These tests are specific to Connecticut. Other libraries have shared this link and the library in Bethany recommended it.

The Library Board agreed to leave the decision to put the link on the library web site to Library Director S. Dowdell's discretion

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

Announcements/Adjournment:

The next regular monthly meeting will be on Wednesday, May 13, 2015 at 7:00 p.m.

Motion to adjourn the meeting at 8:40: Dey/Davis; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk