



The Beacon Falls Public Library

Library Board of Trustees

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May 13, 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 7:03 p.m.

Trustees present: Chairman Ken Priestley, Jessica DeGennaro, Anne O'Dell, Erik Dey
(Note: all motions were completed prior to his departure at 7:40)

Others present: Susan Dowdell, Library Director; Tia Mandrozoz

Trustee absent: Sharon Davis, Patricia Caldwell

- II. **Review of Agenda:** The agenda was reviewed Library Director S. Dowdell requested that b. Director's Evaluation under IX. New Business be added and asked that Tia Mandrozoz speak before the start of the business meeting.

Motion to approve the amended May 13, 2015 agenda: **Dey/DeGennaro**; all aye.

Discussion while viewing the draft library logo designs on the computer. T. Mandrozoz took notes on suggested changes to color, font and the design within the book and will forward a final design for both black and white version for print and a color version for the library web site.

- III. **Approval of Minutes:** April 8

The April 8, 2015 monthly meeting minutes were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

Correspondence: none

- 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

- May 5 meeting minutes were forwarded to the Board

- Give Local campaign through CCF ran on May 5-6 for 36 hours; received \$585 in donations to be used for programming for adults plus CCF will match a certain percentage
- May co-sponsor a pancake breakfast with BF Lions Club in October

VI. **Long Range Plan subcommittee:** survey update; schedule next meeting

S. Dowdell reviewed survey results of 312 responses received including:

- overall excellent customer service
- BFPL appearance questionable that it's too small
- hours of operation: many comments, not conducive to working parents, programs for children during the day, 6:30 was too early for an adult program, comments that the BFPL caters to seniors and stay at home moms, internet access not used
- programs - good to excellent job, to increase attendance, children's programs could be conducted at the elementary school

S. Dowdell also noted that the Nutmeg network (fiber optics) will be installed by the end of June and will replace the current DSL line for faster internet speed.

S. Dowdell noted that she had been in contact with the CT library association and grant writers on how to start fund raising for new library. She added that the Library Board of Trustees needs to start brain storming ideas and be clear of plans for a new library before donors are approached.

The next Long Range Plan Subcommittee workshop is scheduled for Wednesday June 10 at 6 p.m. immediately before the regular monthly Library Board meeting to brainstorm fund raising ideas in response to the survey.

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

a. **Reports**

Service Report:

- E-books circulation was down due to a teacher no longer using Tumblebooks.
- Interlibrary loan via ReQuest has been suspended until the fall due to their contract expiring.
- Program attendance was down from last year during the same timeframe; fewer programs were offered as the new Program Librarian was getting up to speed.
- Volunteer hours are up due to students working on community service.
- Two Friends have volunteered to help cover the gap with Doug Burke's departure.

S. Dowdell noted that two authors, Christine Taylor-Butler and Tui T Sutherland will visit the library on Saturday June 13 and have book signings.

- ILL funding didn't get eliminated

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Financial Report

- 83% of the fiscal year is over; spending is within normal range
- \$2000 was transferred from the full time to the part time salary line item
- will request that some bills be paid from the town hall education fund to cover mileage for professional development for all 3 staff members
- Clerk line item might run short, further discussion below

Approval for any Bills to be Paid:

S. Dowdell requested the Library Board pay a \$13.00 shipping charge for the thermal printer for the self-checkout system which was not on the original bill from Bibliomation.

Motion to pay the \$13.00 shipping charge bill from Bibliomation for the thermal printer: Dey/O'Dell; all aye.

S. Dowdell noted that she provided updated information to the LSTA grant review committee. The State Library Board will decide on awarding grants on June 8.

VIII. Old Business

- a. Bibliomation update: S. Dowdell
 - reported that Bibliomation is getting new servers which will reduce the amount of down time
 - creating new ILL system to use instead of ReQuest
 - S. Dowdell and J. Kozodoy will attend all day Bibliotech training in August
 - Nutmeg Network will be installed by the end of June
- b. Library Self Check-out update: S. Dowdell
To be completed on May 14, 2015
- c. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- d. Current policy review – Code of Conduct - tabled
- e. Library Hours

S. Dowdell shared information collected on the data of library visitors to use if adjusting the library hours. She suggested that any change of hours could be addressed at the Long Range Plan subcommittee workshop. The Library Board would recommend any changes to the Board of Selectmen and they would negotiate with the union.

IX. New Business

- a. Clerk Line Item - discussion

S. Dowdell noted that the Clerk line item might run short before the end of the fiscal year.

She will take minutes for Long Range Plan Subcommittee workshop.

S. Dowdell recommended that K. Priestley talk to First Selectman Bielik about transferring \$100 from another line item to cover the balance of clerk costs for this fiscal year. To do that, a formal vote from the Library Board is needed before a transfer can be requested by the Board of Selectmen which would be voted on at their June 8 meeting.

b. Director's Evaluation

Library Board will meet in Executive Session in June for the annual Director's Evaluation.

S. Dowdell clarified that she is to do a self-evaluation before hand and will forward it to the Board prior to the scheduled evaluation meeting.

The Director's Evaluation meeting date will be set during the next regular monthly meeting on June 10.

E. Dey commented that the self-evaluation questionnaire was meant to be a guide for the evaluation discussion.

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

Announcements/Adjournment:

K. Priestly noted he attended the farewell dinner for library volunteer Doug Burke and presented him with a hand crafted wooden pen on behalf of the Board.

The next regular monthly meeting will be on Wednesday, June 10, 2015 at 7:00 p.m.

The next Long Range Plan Subcommittee workshop is scheduled for Wednesday, June 10 at 6 p.m.

There will be a special meeting scheduled to vote on transferring money into clerk line.

Consensus to end the meeting at 8:30.

Respectfully Submitted,

Martha Melville
Library Board Clerk