



The Beacon Falls Public Library

Library Board of Trustees

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June 10, 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 7:05 p.m.

Trustees present: Chairman Ken Priestley, Jessica DeGennaro, Anne O'Dell, Sharon Davis, Patricia Caldwell (departed at 8:32) , Erik Dey (arrived at 7:13)

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed Library Director S. Dowdell requested that f. Checkbook be added under VIII. Old Business and c. Library Marketing and d. Christmas Hours be added under IX. New Business.

Motion to approve the amended June 10, 2015 agenda: Caldwell/Davis; all aye.

- III. **Approval of Minutes:** May 13

The May 13, 2015 monthly meeting minutes were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

The May 27, 2015 special meeting minutes were reviewed. Motion to accept May 27, 2015 special meeting minutes: O'Dell/DeGennaro; all aye. S. Davis and E. Dey abstained as they were not at the May 27, 2015 special meeting.

Correspondence:

Letter from Dawn Lavalley, the Director of Library Development notifying that BFPL was awarded the LSTA for \$5,241.00 which will be used for programs for older adults. The grant period runs from July 1, 2015 and ends on June 30, 2016. The programs will include:

- 8 genealogy sessions, including Len Greene who will teach how to use the town clerk's office
- subscriptions to two online genealogy resources
- 4 cooking classes have been scheduled to be held at the firehouse, 2 in fall 2015, 2 in spring 2016

- IV. **Public Comment** – none

Chairman K. Priestley asked three times if there were public comment and there were none at this time.

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

- June 2 meeting minutes were forwarded to the Board
- Discussion of pancake breakfast joint fundraiser with the Beacon Falls Lions Club; there was a conflict with original date, it was changed to Saturday October 31
- reviewed treasurer's report
- passes: renewed Beardsley Zoo, did not renew Barnum Museum
- held book/bake sale last weekend

VI. **Long Range Plan subcommittee:** met immediately before the monthly Board meeting

a. Survey results - S. Dowdell reported on the library survey:

- 6% of the adults in Beacon Falls completed the survey (312)
- 83.2% rated our customer service as excellent
- 80% noted that borrowing materials is a very important service of the library
- 51.9% responded that it was very important to expand offerings for adult programming plus 38.1% felt it was important (total of 89%)
- 64.2% felt it was very important to begin fundraising and develop plans to build a new library and another 25.7% felt it was important (total of 89.9%)
- 95% said more adult programs was important or very important
- 90% said it was important to have pre-teen programs
- 88% noted the need for space for reading and studying in the library
- 52% said the hours were good
- 95% responded that the library was important or very important to their family
- 90% rated programs as excellent or good but with a need for more adult programs

Other comments:

- some patrons were frustrated at filling out another survey when nothing happens
- complaints about parking at town hall
- need services for birth to 3 age group
- hours were bad for working adults
- ILL was an important service because one library can't have it all
- requests for improvement in eBooks and the history collection
- computer classes and job search assistance were important to those who need it
- 96 respondents weren't aware of the internet service available at the library
- publicity - most respondents knew about programs from the newsletter. K. Priestley suggested considering publishing a newsletter more often.

Draft goals for the Long Range Plan Subcommittee based on survey results:

- begin brainstorming for fundraising ideas
- develop plans for a new library
- develop a strategy to market library services
- evaluate the collection based on the survey

b. Library logo - S. Dowdell presented the final library logo designs

Motion to approve images 1 & 2 as the library logo and pay Tia Mandrozos for her services upon completion: Day/Davis; all aye.

ACTION: S. Dowdell will redo library brochure using the new library logo and will present at the September meeting for Board approval.

The next Long Range Plan Subcommittee workshop is scheduled for Wednesday July 15 at 6 p.m. in the library.

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

a. **Reports**

Service Report:

- month-to-month increase but about even for year-to-year comparisons
- ILL loans/lending decreased due to no longer using ReQuest due to the end of its contract; instead BFPL making requests using Bibliomation and LION which is more labor intensive, but it will work until a new system is in place in September
- ConnectiCard loan numbers are down because the previous program librarians borrowed materials using their personal, out of town account; now there is a user account specifically for preschool story time
- Program attendance remains lower compared to the same month last year probably because the Program Librarian was instructed to limit programs offered in May so she could focus on summer reading (program calendars were handed out to Trustees)
- A. O'Dell requested adding the average program attendance to the service report. S. Dowdell met with A. Enquist and agreed to set a goal of 15 in attendance at each program
- Math Mondays will be offered to help with the Region 16 summer math packets
- S. Dowdell announced the BFPL was awarded the LSTA grant from the State Library Board

Financial Report

- Received a memo from First Selectman to end further purchases as of 5/29/15
- Board of Selectman approved transferring \$100 from line item 10-90-1807 (Copier) to line item 10-90-69-1040 to cover the balance of clerk costs for this fiscal year.
- Some funds will remain in the Copier Leases and Telephone line items
- Other line items may just have a small amount leftover
- Professional Development will be in a deficient due to mileage requirements. Last year, First Selectman Bielik instructed BFPL staff to take it out of the town hall education line item but this year Finance Manager, Tom Broesler said to put it through the Professional Development line item to show that a higher amount is needed in that line

S. Dowdell noted that the BFPL collected \$1,016.25 in video late fees for the year as of the end of May and requested that money be used to pay any overage of the Amazon bill, if necessary.

Motion to pay the Amazon bill in the event the amount exceeds the balance remaining in the materials line item on June 30: O'Dell/Davis; all aye.

S. Dowdell requested the Board put the purchase of a new desk for the Library Director on hold.

S. Dowdell shared an idea on how to get the Laurel Ledge students more involved at the library with a program for Lego Robotics. She was still gathering information and may ask Park & Rec to co-sponsor. Kits cost \$350 each which can make 4 robots and are reusable. This would be an after school program and the issue of getting the students to the library will need to be addressed. She may seek older adult men in town to act as mentors.

Approval for any Bills to be Paid:

S. Dowdell requested seed month for the October library-sponsored bus trip to Salem, MA as a deposit of \$300 was needed by June 22. The trip will cost \$32 per person.

Motion to pay \$300 to Dattco for a deposit for the Salem, MA October bus trip: Caldwell/DeGennaro; all aye.

S. Dowdell requested the balance of \$970 for the August library-sponsored bus trip to the Bronx Zoo be paid as required by July 20. This amount will be reimbursed to the Board after the seats are sold.

Motion to pay \$970 for the balance due on the bus for the Bronx Zoo trip in August: O'Dell/Davis; all aye.

S. Dowdell noted that she spoke to T. Broesler about the state aid to library payment (\$1,159 this year) which traditionally went into the town's general fund, will now go directly to the library and she will put it towards purchasing more eBooks.

S. Dowdell reported that she had met with library staff to discuss goals. She will present a review of goals at the September Library Board meeting.

First Selectman Bielik gave S. Dowdell authorization to hire substitute library assistants to replace Meg Gill and Gen Francis. Joanna Mays was hired and will fill in for A. Enquist for story time as needed. Lori Ewen, a former volunteer, was also hired as a substitute.

VIII. Old Business

- a. Bibliomation update: S. Dowdell
 - reported that to clean up the database, Bibliomation was purging patron

records of those whose cards expired on 1/1/12 and earlier who have no circulation history, fines or lost items

- Nutmeg Network: by June 30th fiber lines should be installed to the town hall. Town IT staff is working with Bibliomation staff to integrate lines with CT Education Network which services the Evergreen system. Wireless routers on each side of the library will be installed in the ceiling which should eliminate some of the slowness in the patron network.

- b. Library Self Check-out update: S. Dowdell
Completed on May 14, 2015; S. Dowdell gave a demonstration to Board members.
- c. CT State Library Board of Trustee's listserv: Erik Dey - NTR
It was noted that CLC had some cuts but overall, state library's had 90-95% of its budget restored.
- d. Current policy review – Code of Conduct - revised version
The revised version of the BFPL Code of Conduct policy was reviewed and approved.

Motion to accept the BFPL Code of Conduct Policy dated April 2015 effective immediately: Dey/Davis; no discussion; all aye

- e. Library Hours - S. Dowdell recommended to the Board for developing a new schedule:
- all five weekdays should begin at the same time to avoid confusion for patrons with two different opening times
 - starting and ending times should be on the hour instead of half-hour
 - recommend ideal hours: Monday & Wednesday 10-5; Tuesday & Thursday 10-8; Friday 10-4 and Saturday 9-1 (except in the summer)
 - S. Dowdell shared a concern about a 10-hour day because according to Union rules, employees can only work 8 hours per day. This would present a scheduling challenge and most likely require more part-time substitute librarians.

Any schedule changes would have to be adopted by the Library Board first, then send a letter to the Board of Selectmen for their approval who would then negotiate the change with the Union.

S. Dowdell suggested the Long Range Plan Subcommittee discuss options for library hours during their summer workshops.

- f. Checkbook
The handling of the Library Board of Trustees checkbook would be transferred to the Town Treasurer on July 1, 2015.

ACTION: K. Priestley and S. Davis will go to NVS&L Bank by June 30, 2015 to have their names taken off the Library Board checking account. The Board of Selectmen and Town Treasurer will need to add their names to the account as signatories. The name on the account will not change.

S. Dowdell sought advice from Finance Manager T. Broesler on handing the monthly deposit procedures. He advised to make it once per month. S. Dowdell and E. Setaro will count the deposit, hand it over to the Finance Office where it will be counted, then given to the Town Treasurer to make the bank deposit.

IX. New Business

a. Set date for Library Director Evaluation and meeting with staff

The Library Board of Trustees will meet in executive session with library staff individually and conduct an annual evaluation of the Library Director. This will be a Special Meeting tentatively set for Tuesday June 30, 2015 at 4:30 in the Town Hall Assembly Room to meet with staff .

b. Meetings in July & August

Consensus was not to have regular monthly meetings in July or August and call a special meeting if necessary. The Long Range Plan Subcommittee will have a workshop Wednesday July 15 at 6 p.m. in the library.

c. Library Marketing - tabled

S. Dowdell recommended having shirts with the library logo made for part-timer library assistants to identify them as staff. This will be discussed further at the September meeting.

d. Christmas Hours

S. Dowdell recommended closing the library on Saturday December 26, 2015 as she doesn't anticipate a lot of patrons coming to the library the day after Christmas.

Motion to close the library on the Saturday December 26, 2015: DeGennaro/Davis;
all aye.

X. Executive Session (if needed)

Announcements/Adjournment: Upcoming Library Board meetings:

Tuesday, June 30, 2015 at 4:30 p.m. in the Town Hall Assembly Room: required yearly evaluation of the Library Director and meet with staff members individually in Executive Session

Wednesday, July 15, 2015 at 6 p.m. in the library next Long Range Plan Subcommittee workshop

Wednesday, September 9, 2015 at 7:00 p.m. in the library next regular monthly meeting

Motion to adjourn the meeting at 8:35: Dey/Davis; all approved.

Respectfully Submitted,
Martha Melville
Library Board Clerk