



The Beacon Falls Public Library

Library Board of Trustees

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September 9, 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 7:02 p.m.

Trustees present: Chairman Ken Priestley, Jessica DeGennaro, Anne O'Dell, Patricia Caldwell

Trustees absent: Erik Dey, Sharon Davis

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed.
Motion to approve the September 9, 2015 agenda: DeGennaro/O'Dell; all aye.

- III. **Approval of Minutes:** June 10, June 30 Special meeting, July 15 LRP workshop

Minutes from the June 10, 2015 monthly meeting, June 30, 2015 special meeting, June 10, July 15 and August 12, 2015 Long Range Plan workshop notes were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

Correspondence:

- ACLB notice of conference on Friday November 6 .
- ACLB call for nominations for ACLB award for library board members who went above and beyond to support to your board.
- Resignation letter from Carine Greene dated September 3 indicating that her last day will be October 24.

- 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

- September 1 meeting minutes will be forwarded to the Board
- Planning for pancake breakfast joint fundraiser with the Beacon Falls Lions Club on Saturday October 31
- Holiday shopping fair, cupcake contest and book sale will be on Sat. November 7

- FOL agreed to purchase 2 mind storm kits for \$700 for Lego robotics and requested the Library Board consider splitting the cost
- FOL paid for Nature Nick summer program that 200 people attended
- FOL was asked to pay for repairs to outside bulletin board; declined with the feeling that it was the town hall's responsibility for building maintenance
- membership drive/renewal going on now

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

- a. Brochures - the subcommittee reviewed and determined this topic is closed
- b. Goals - There's a need to differentiate between goals and objectives
 reviewed sample templates to form goals
 looked at former long range plan, will keep the same service responses
 (early literature, community center, lifelong learning)
 there may be a need to include a technology librarian in long range plan which
 was missing from the last plan
 reviewed summary data from survey
 process of building committee
- S. Dowdell presented a proposed 6-year time line; will review again at the October 14 session and it will eventually go to the Library Board for adoption
- c. Library Hours: Staff will track patron attendance through October 31st
- d. Library Marketing -
 Noted that money for library marketing needs to be including in the budget

The next Long Range Plan Subcommittee workshop is scheduled for Wednesday October 14 at 6 p.m. in the library.

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

June Service Report:

- Circulation was up just less than 1% for the year, not significant
- Programming totals were down almost 40% which could be attributed to the change in Program Librarians
- Computer usage was up in terms of hours and number of sessions

July/August Service Report:

- overall year-to-date circulation was up 7.24% when compared to the same time last year
- Program attendance reporting is now broken down by each type and the average attendance for the number of programs. So far this year program attendance was up 39%
- The most popular adult program in August was the psychic medium which had 20+ people on the waiting list. The same presenter will return for a program in October which is already full.
- Registration for Lego Robotics opened at midnight on 8/24 and was filled

with 8 children on the waiting list by 9 AM the following day.

- Volunteer hours were up over the summer, but the expected number of student volunteers is expected to be down. There are currently two adult volunteers each working one hour per week. Only one teen will continue to volunteer during the school year.

Financial Report; Bills Paid: June/FY 2014-2015 year end:

- Professional Development line item was over-expended for the second year in a row; rather than take the overage out of the town hall education expense line as was done last year, Finance Manager T. Broesler advised to leave it in deficit to show the true expenditures.
- All other line items were within budget limits
- Park & Rec purchased 5 Lego Mindstorm kits for upcoming Lego Robotics program. The Friends approved the purchase of two more kits.

Financial Report; Bills Paid: July/August:

- Overall spending was within range for the year
- More was spent from the computer and library materials lines due to yearly subscriptions/payments due in July
- Ms. Carine Greene has tendered her resignation for the position of library assistant effective October 24th. First Selectman Bielik instructed to schedule the three substitute library assistants instead of hiring a replacement for Ms. Greene for 1 – 1 ½ months to determine if that will be a feasible solution. S. Dowdell noted it will be a challenge to make the schedule work during staff vacations and illness. Ms. Greene had much more flexibility than the three substitute library assistants.

Other: Building maintenance - S. Dowdell reported to First Selectman Bielik that the air conditioning in the adult section was not functioning correctly. She made some calls and is waiting to hear from Bielik about the fix/replacement.
Note: this is not a library budget item.

Approval for any Bills to be Paid:

- 1.) Mindstorm Kits for Lego Robotics Program: The Friends requested the Library Board consider splitting the cost of 2 kits (\$727.12) to augment the existing kits purchased by Park & Rec.

Motion to reimburse the Friends of Beacon Falls Library \$363.56, the cost of one Mindstorm kit: Caldwell/DeGennaro; all aye.

- 2.) Wine Glass Painting program on September 12: Not all attendees have paid, will need a check for \$300 to give the presenter; S. Dowdell requested the Library Board provide \$225 from their checking account which will be reimbursed from attendees' fees. S. Dowdell requested \$75 be paid from the programming budget to cover the presenter's fee.

Motion to ratify Chairman K. Priestley's approval to authorize \$225.00 from the Library Board checking account be paid to the Wine Glass Painting program

presenter: **DeGennaro/Caldwell**; all aye.

- 3.) Dattco Bus Trip to Salem on October 17: S. Dowdell requested approval for a purchase order for \$1225.00 to cover the bus trip payment which is due 14 days before the trip. S. Dowdell noted that the Friends will subsidize the cost for up to 5 seats if necessary.

Motion to approve purchase order for \$1225.00 to Dattco for the payment of the library-sponsored Salem trip on October 17: **DeGennaro/O'Dell**; all aye.

- 4.) Outdoor display case at town hall

S. Dowdell commented that this display case is not safe to use and needs to be repaired, replaced or removed. The Friends declined to pay for it feeling it should fall under town building maintenance. First Selectman Bielik would not approve funding the repair from that line item. S. Dowdell requested the Library Board pay for the display case repair out of the checking account. The materials cost estimate is \$240 and the patron doing the work will donate his labor and is also building a shelf for the library fax machine at no charge.

Topic tabled until the October 14 meeting.

S. Dowdell noted that because the last newsletter was published one week later than originally promised, Citizen's News gave the library a \$50 credit on the bill. Next newsletter will be published in the November 13 issue of Citizen's News.

VIII. **Old Business**

- a. Bibliomation update: S. Dowdell
Library closure all day on November 13 for BiblioTech training was approved by First Selectman Bielik in consultation with the Board Chair. Library staff will be trained so that future Bibliomation support can be provided free via telephone or \$65 for in-person tech support versus \$75 per hour for personal support

Motion to accept library closure all day on Friday November 13 for BiblioTech training for BFPL staff: **Caldwell/O'Dell**; all aye.

- b. CT State Library Board of Trustee's listserv: Erik Dey - N/A
c. Current policy review –

S. Dowdell provided the Board with a copy of the current library policies which include: Confidentiality, Material Selection, Collection Maintenance, Complaints, Unscheduled Closings, and Circulation of Video Cassettes/DVDs and requested the Board prioritize which policy should be revised first.

K. Priestley suggested starting with the revision of the Circulation of Video Cassettes/DVD policy.

ACTION: S. Dowdell will provide a draft revision of the Circulation of Video Cassettes/DVDs policy for the October 14 meeting.

d. Checkbook

The handling of the Library Board of Trustees checkbook was successfully transferred to the Town Treasurer on July 1, 2015.

The Library Board will continue to approve all expenditures. All checkbook-related documents are now located in the Beacon Falls finance office and copies of all documents are in the library.

IX. **New Business**

a. Passport to CT Libraries - April 2016

S. Dowdell reported that the plan is to again participate, the \$10 registration fee will be paid out of the materials line item. The Friends will be asked to provide giveaways to patrons visiting.

b. Ratification of Library Director's Evaluation

Motion to ratify approval for Chairman K. Priestley to sign the Library Director's evaluation conducted on June 30: DeGennaro/Caldwell; all aye.

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

Announcements/Adjournment: Upcoming Library Board meetings:

Wednesday, October 14, 2015 at 6 p.m. in the library next Long Range Plan Subcommittee workshop

Wednesday, October 14, 2015 at 7:00 p.m. in the library next regular monthly meeting

Motion to adjourn the meeting at 8:04: Caldwell/DeGennaro; all approved.

Respectfully Submitted,
Martha Melville
Library Board Clerk