



# The Beacon Falls Public Library

## Library Board of Trustees

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### October 14, 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, Anne O'Dell, Patricia Caldwell, Erik Dey, Sharon Davis

Trustees absent: Jessica DeGennaro

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed.  
Motion to approve the October 14, 2015 regular monthly meeting agenda:  
**Caldwell/O'Dell;** all aye.

- III. **Approval of Minutes:** September 9 monthly & September 30 Special meeting minutes

S. Davis asked the final outcome of the Salem bus trip; at the special meeting an executive decision was made to fund the Salem bus trip using late DVDs fees. S. Dowdell noted that all but 2 seats were sold so the Library Board did not have to pay anything for the Salem bus trip.

Minutes from the September 9, 2015 monthly meeting were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

Notes from the September 9, 2015 Long Range Subcommittee workshop were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

Minutes from the September 30, 2015 special meeting minutes were reviewed. The Chairman noted that no changes were needed and were accepted as presented.

#### **Correspondence:**

- Resignation letter from Trustee Patricia Caldwell effective November 4, 2015
- Resignation procedure memo from Town Clerk Len Greene dated September 23, 2015

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

- October 6 meeting minutes will be forwarded to the Board
- Pancake breakfast joint fundraiser with the Beacon Falls Lions Club on Saturday October 31; R. Bielik overseeing pumpkin painting
- Holiday shopping fair, cupcake contest and book sale will be on Sat. November 7

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

a. Proposed 6-year timeline -

S. Dowdell commented that it was agreed to be too ambitious for the Library Director to do. She pointed out that by the next meeting half of the Library Board of Trustees will be new members. She noted the need to revise the timeline originally proposed.

b. Goals -

S. Dowdell cited 3 potential goals:

- 1.) evaluate library services and resources needed by community
- 2.) increase usage of current library resources through marketing
- 3.) show the library as being a community center with the library as a central focal point for meeting places that can provide equipment and rooms for meetings held by both town and community groups

c. Library Hours:

S. Dowdell reported that library staff tracked attendance but due to the work and paving done to the town hall parking lot, patrons could not easily access the library. Staff will disregard data collected during that time and continue to track attendance until 11/20

d. Library Marketing -

- 1.) Shirts: S. Dowdell noted that part time staff and she are wearing library logo shirts. The other staff members requested lanyards. The Director wears a logo shirt when outside the library at school or other library events and programs.
- 2.) Mouse pads: She noted she will purchase mouse pads with the new library logo on them for staff use.
- 3.) Library newsletter: S. Dowdell noted that publishing an extra newsletter each year would increase information getting out about the library.

S. Dowdell made a side note about the Library Board checking account suggesting the Library Board develop a budget. She also suggested moving the building fund monies out of the checking account and into a separate interest bearing savings account. Consensus of the attending members was that they agreed this was a good idea.

The Long Range Plan Subcommittee will NOT meet in November. Instead, S. Dowdell suggested she will use that time before next monthly meeting to present the new Trustees with an orientation.

S. Davis commented that it was a good idea to have an orientation for new trustees before the next monthly meeting.

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

September Service Report:

- A decline in the number of people coming into the library and the associated circulation last month may have been due to the town hall parking lot construction and paving.
- Slight overall increases in downloadable audio book and eBooks and adult DVD circulations compared to the same month last year.
- A large decrease in the number of interlibrary loans as the statewide interlibrary loan system has been unavailable since July 1; it is expected to be back online by the end of the year.
- Almost 75% increase in number of adult program attendees (comparing YTD) with the average number of adult attendees at those programs up 151%
- Most popular adult programs held in September were the first grant-funded Healthy Cooking class and the Sleep Pillow workshop
- Most popular children's program in September was LEGO Robotics (which will continue for 6 more Tuesday afternoons); received good feedback from parents
- Calendar of events from next newsletter was shared: it was noted that the library will be closed on Thursday December 24 for Christmas Eve; she will request guidance for closing on New Year's Eve which falls on a Thursday

September Financial Report; Bills Paid:

- Library is on track with spending; the programming line is slightly higher due to the large outlay for summer reading programs; the computer line item is higher due to yearly fees due in the beginning of the fiscal year
- August United Day made a \$150 donation for children's programming; that will be used during April school break

Approval for any Bills to be Paid:

S. Dowdell requested bus trip reimbursement to G. Brinley and L. Flach.

Motion to reimburse G. Brinley and L. Flach \$32.00 each for Salem bus trip tickets: **Davis/Caldwell**; all aye.

K. Priestley suggested upgrading some of the library laptops to Windows 10 and have different versions of Windows available on the laptops.

**ACTION:** S. Dowdell will investigate upgrading one of the library laptops to Windows 10.

Other:

1.) Outdoor display case at town hall:

S. Dowdell noted that the FoBFL declined to pay for repairs (about \$275) to the outdoor display case and that it was damaged more because of the parking lot work. She requested feedback from the Board on what to do with the outdoor display case.

S. Davis asked if the town hall departments other than the library ever used the display case.

A. O'Dell asked if it was a safety issue; S. Dowdell noted that the FoBFL were concerned about liability issues should something happen.

S. Davis commented that if the town won't maintain it, she feels there are better way to use library money.

E. Dey commented that it might have value as a marketing tool.

S. Dowdell replied that it would be for the people walking by it en route to church from the parking lot.

Consensus of the Library Board of Trustees was to remove the display case.

**ACTION:** S. Dowdell will notify First Selectman C. Bielik that the Library Board has requested the outdoor display case be removed from the town hall building.

2.) Records disposition authorization:

Assistant Librarian E. Setaro has starting to purge records in accordance with CT state records retention policy. She can dispose of registration cards up to 2001, applications of those not hired up to September 2013, bills paid up to June 2011 and daily statistics up to July 2012. She devote 2 hours per month on this task.

3.) Marketing Plan:

S. Dowdell and Program Librarian, A. Enquist will devote up to 4 hours per month on this effort.

S. Dowdell provided a cake for thanks to the three outgoing Trustees. She explained the tradition of purchasing a book to honor Library Board Trustees after their term was up and requested suggestions for book purchases.

S. Davis would like something purchased for the children's library about legos or Minecraft.

P. Caldwell would like a pre-school book purchased.

**ACTION:** K. Priestly will let S. Dowdell know what type of book he prefers be purchased.

E. Dey expressed his thanks to the outgoing trustees for their service on the Library Board.

P. Caldwell said she appreciated being elected to serve on the Library Board, but must step down at this time.

S. Davis commented that she enjoyed her time on the Library Board being a new resident in town and learned a lot about the town and helped her meet people.

### VIII. **Old Business**

- a. Bibliomation update: S. Dowdell

A new interlibrary loan system is still in the works.

- b. CT State Library Board of Trustee's listserv: Erik Dey -

ACLB announced their 2015 Leadership Conference at the University of Hartford Gray Conference Center, Friday 6 November 2015, 9:30 - 2:30

- c. Current policy review – Circulation of DVDs - tabled

S. Dowdell provided the Board with a draft revision of the Circulation of Video Cassettes/DVDs policy.

### IX. **New Business**

- a. Library Board Officer Transition Plan

Chairman K. Priestly polled the members remaining on the Library Board asking who would volunteer to be Chairman protem until elections are held in March 2016.

E. Dey agreed to be Chairman protem until elections are held in March 2016. He agreed to be at the library once a week to sign off on bills.

S. Dowdell requested the authority to sign off on timely bills, such as Amazon, before it goes to the finance office to be paid and then have it approved by the Library Board Chairman.

A. O'Dell agreed to be Secretary/Treasurer protem until elections are held in March 2016.

Motion to appoint Erik Dey as Chairman protem and Anne O'Dell as Secretary/Treasurer protem: **Davis/Caldwell**; all aye.

**ACTION**: S. Dowdell will request a town email address for new library board chairman protem, E. Dey.

- b. Approval of proposed 2016 meeting dates memo

**Motion to approve the proposed 2016 meeting dates schedule as presented:**  
**O'Dell/Dey**; all aye.

**ACTION**: Clerk M. Melville will forward the Library Board of Trustees 2016 meeting dates memo to the Beacon Falls Town Clerk as required by the Secretary of State.

- c. Donation for Gingerbread House workshop

**ACTION**: S. Dowdell will email a list of items needed for the Gingerbread House workshop to the Trustees.

- d. United Way Festival of Trees: December 4 at Ion Bank, Naugatuck

S. Dowdell noted that she will decorate and donate a tree again. She has scheduled the tree decorating at her house on Friday November 20.

She also noted there will be a holiday party at Dowdell's on Saturday, December 5.

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

Announcements/Adjournment: Upcoming Library Board meetings:

No Long Range Plan Subcommittee workshop in November.

**Wednesday, November 18, 2015 at 7:00 p.m.** in the library next regular monthly meeting. \*\*\* Note \*\*\* this is the 3rd Wednesday of the month due to Veteran's Day

**Motion to adjourn the meeting at 8:17: Caldwell/Davis**; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk