



The Beacon Falls Public Library

Library Board of Trustees

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November 18, 2015 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman protem Erik Dey 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 protem Erik Dey, Secretary/Treasurer protem Anne O'Dell, Jessica DeGennaro, Barbara Betkoski, Randi Bellemare

Others present: Susan Dowdell, Library Director; Darlene Raggozine Trustee-elect, Ken Priestley

- II. **Review of Agenda:**

E. Dey welcomed the new Trustees and expressed his excitement about and appreciation of the new members joining the Board.

The agenda was reviewed. Library Director requested adding under IX. New Business C. Grants 3. Connecticut Community Foundation Pathways to Older Adults

Motion to approve the amended November 18, 2015 regular monthly meeting agenda with the above change: DeGennaro/Bellemare; all aye.

- III. **Approval of Minutes:** October 14 monthly meeting minutes & LRP notes

Minutes from the October 14, 2015 monthly meeting were reviewed. The Chairman protem noted that no changes were needed and the minutes were accepted as presented.

Notes from the October 14, 2015 Long Range Subcommittee workshop were reviewed. The Chairman protem noted that no changes were needed and the notes were accepted as presented.

Correspondence:

- S. Dowdell gave Secretary/Treasurer protem A. O'Dell Library Board thank you notes and stamps and requested that she write a thank you note to Jones Family Farms for donating pumpkins for the pumpkin carving.
- S. Dowdell shared that the Board received thank you notes from the children who participated in Lego Robotics program. Copies were also sent to Park & Rec and the Friends of Beacon Falls Library.

IV. **Public Comment –**

Ken Priestley, 49 Cook Lane, congratulated everyone on their election and appointment to the Library Board of Trustees. He also passed on paperwork as the former chairman to Erik Dey Chairman protem. (K. Priestley departed at 7:15)

Chairman protem E. Dey asked three times if there was any other public comment and there was none at this time.

V. **Friends' Report:** Martha Melville

- November 3 meeting minutes were forwarded to the Board
- Pancake breakfast joint fundraiser with the Beacon Falls Lions Club went very well; pancakes sold out; still awaiting profit figures from Lions Club
- pumpkin painting was sold out (36 pumpkins most ever)
- Holiday shopping fair, cupcake contest and book sale went well
- Scrabble Challenge March 31, 2016 - E. Dey encouraged them to create a team to represent the Board
- FoBFL 25th anniversary coming up in 2016

VI. **Long Range Plan subcommittee:** orientation for new Trustees in lieu of workshop

S. Dowdell briefly explained what the subcommittee is charged with: to complete the strategic plan before a building plan can be done, which is required before any library plans can be made. She previously drafted a 6-year timeline; experts suggest 5-7 years for a building plan.

- a. Determine subcommittee members - currently A. O'Dell & J. DeGennaro attend
E. Dey encouraged the new members to participate.
The clerk will continue to post agendas and notes from the Long Range Plan Subcommittee workshops.

S. Dowdell noted that people outside the Library Board are invited to participate.

- b. Set date for next workshop - usually meet one hour before the next regular meeting
The next Long Range Plan Subcommittee workshop will be held on **Wednesday, December 9, 2015** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

S. Dowdell reported the fire marshal said the inside drop box is a fire hazard because the doorway coming up the stairs cannot be opened all the way. The town custodian will move that box to the first floor of the town hall. The outside book drop and media box currently in the back of the building will be moved to the driveway side of the building which will be easier for patrons to access.

S. Dowdell noted there was a heating issue in the adult non-fiction area, town custodian working on it.

S. Dowdell noted the state report was filed as required which included an analysis of this year's and last year's statistics. There was an optional question for the number of wireless connections in the library, which currently can't be tracked. S. Dowdell commented that she will work with Bibliomation for a way to track those numbers.

a. October Service Report:

- There were 560 total attendees at library programs in October.
- The most popular children's programs in October included Robotics and Pumpkin Carving.
 - a. Future children's programs to be done by the director: Coding with Angry Birds (2 sessions) & Coding with Anna & Elsa – small group of four students only. Next Robotics sessions will begin in January, with 8 of 14 spots already filled by those on waitlist from first session.
- The most popular family events were the Bear Presentation and the Salem Bus Trip. Do not anticipate running another bus trip in the future.
- There were 10 adult-centered programs in October including but not limited to:
 1. Cookies & Coloring – recurring 2x month, once on Wednesday afternoons and once in the evening. Cookies provided by the Friends.
 2. Psychic Medium – had twice so far, will return in December
 3. Two local authors (Sharnick, Manning)
 4. Cooking Class – two so far, other two will be in March and April
 5. Genealogy – had three so far, will return January 30th. At the last session, Town Clerk Len Greene showed the types of records that came be accessed in the Town Clerk's office.

b. October Financial Report: Bills Paid:

Library has expended 32% of its overall budget with 33% of the fiscal year completed. There are no areas of concern at this time.

c. Approval for any Bills to be Paid:

1. Crystal Rock authorization – between 9.50 – 15.00 / month – would like to do yearly purchase order for authorization

This is paid from the Library Board checking account. S. Dowdell will file a PO with the finance office.

2. Gingerbread House Workshop \$440 purchase order to be signed

S. Dowdell requested authorization from the Library Board to write a purchase order for 25 gingerbread houses.

Motion to authorize a purchase order for up to \$500 for 25 gingerbread houses for the December 12 program: Bellemare/DeGennaro; all aye.

S. Dowdell noted that at the last meeting the Library Board approved the purchase of 3 books as suggested by and to recognize the 3 outgoing Board members. Book plates will be displayed in these additions to the library's

collection.

Motion to pay the \$34.78 Amazon bill for 3 books in recognition of the 3 outgoing Board members: DeGennaro/O'Dell; all aye.

E. Dey asked about the signup sheet for gingerbread materials. S. Dowdell gave an update of items still needed for the program.

VIII. Old Business

a. Bibliomation update: S. Dowdell

The library staff received Bibliotech training on Friday, November 13 which will allow a reduced fee when Bibliomation tech services are needed.

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

E. Dey explained to the new members what the listserv is, noticed about upcoming workshops or legislation regarding libraries. He added that he forwards any library-related information of interest to the Board.

c. Current policy review – Circulation of DVDs

S. Dowdell provided the Board with a draft revision of the DVD Circulation policy for their review. She noted the changes discussed and will email a corrected version.

Motion to accept and adopt the revised BFPL DVD Circulation Policy effective immediately: O'Dell/Bellemare; no discussion; all aye

d. Donation for Gingerbread House workshop - Thank you to R. Bellemare, D. Raggozine and J. DeGennaro for responding to request. Program Librarian did shop on 11/17 for other needed materials. Other Trustees also brought in items or promised to do so.

IX. New Business

a. Budget Discussions

S. Dowdell reported that she had preliminary discussions about the budget with First Selectman C. Bielik even though official guidance has not been sent out yet.

She shared the following budget proposals:

1. Technology Librarian – seeking approval to add the position to the budget proposal of a 20 hour/week part-time union position; this would reduce the use of part-time library assistants and the current need for an IT person.

The Technology Librarian would be responsible for but not limited to: run the Lego robotics programs, perform other STEM related work, social media marketing and notices, website marketing, provide technology

training for adults, perform updates on library computers, and maintain the town website.

ACTION: S. Dowdell will send a draft job description for the Technology Librarian to the Board.

2. Programming Line item increase – The Program Librarian requested an increase, and the director asked her to prepare a proposal for this meeting.

A. Enquist provided a letter explaining the reasons for an increase of \$450 (or 12%) to the programming budget which hasn't increased since 2012.

A. Enquist expressed concern of the movie licensing fee for programs being charged to the programs line item. S. Dowdell explained that since it is for a program it is most appropriately placed in that line item. She added that the Finance Office and Board of Finance have expressed their opinion that is important to charge items to the appropriate line item.

The BFPL budget will be further discussed and adopted at the December meeting.

3. Computers – replace two circulation machines
Other changes noted:

clerk line item - will add funds

Bibliomation subscription increases 5% each year

Professional Development - has been over expended for the last 2 years; requesting an increase in 2016-2017 budget

The 2016-2017 budget will be adopted at December Library Board meeting.

- b. Guidance for Closing on New Year's Eve - First Selectman C. Bielik indicated that he will close the town hall before 6:30 but has not yet decided what time it would close.

S. Dowdell requested a decision from the Board on a library closing time on New Year's Eve so it can be advertised to patrons and for scheduling staff.

Motion to close the library at 3 PM on New Year's Eve: Bellemare/Betkoski; all aye.

- c. Grants - seeking approval to explore and possibly apply for:

1. Robotics for grade 2/3 – Matthies Foundation due May 1, 2016 – looking for funding for 7 laptops (or net books) to use during Robotics classes so patrons do not have to lose all machines when a Robotics program is taking place. Also include WeDo Lego Kits or like materials/programs. Exploring costs.

S. Dowdell noted that when applying for grants, programs must to be associated with the request for the grant.

Motion for S. Dowdell to continue efforts in applying for grants:
DeGennaro/Bellemare; all aye.

2. Digitization of Local History Books – joint BF Historical Society and Friends of BF Library project. Exploring costs to digitize 3 local history books.

S. Dowdell noted the preliminary cost of \$300 for this effort and would be funded by the Historical Society and Friends, not from a grant.

3. Connecticut Community Foundation Pathways to Older Adults - grant due February 1, 2016

S. Dowdell commented that she sent in a proposal and was informed that this would most likely fit the grant criteria but the funders could not guarantee acceptance.

ACTION: S. Dowdell will provide more information on the CCF Pathways to Older Adults grant at the December Library Board meeting.

- d. Weeding policy: DVDs – Library Director would like to change time frame to 3 years instead of 5 years of non-circulation

Collection Maintenance Policy: current policy states to weed DVDs that haven't circulated in 5 years. S. Dowdell requested the Board to approve a change to the policy stating that DVDs which have not circulated for 3 years or more and are not of local historical interest, shall be discarded.

Motion to add the above change of discarding DVDs that have not circulated for 3 years or more to the Collection Maintenance Policy: **Bellemare/O'Dell**; all aye.

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

Announcements/Adjournment: Upcoming Library Board meetings:

The next Long Range Plan Subcommittee workshop will be held on **Wednesday, December 9, 2015** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

Motion to adjourn the meeting at 8:18: **O'Dell/DeGennaro**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk