



The Beacon Falls Public Library

Library Board of Trustees

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December 9, 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, Barbara Betkoski, Randi Bellemare

Trustees absent: Jessica DeGennaro, Darlene Raggozine

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:**

The agenda was reviewed.

Motion to approve the December 9, 2015 regular monthly meeting agenda:
Bellemare/O'Dell; all aye.

- III. **Approval of Minutes:** November 18 monthly meeting minutes

The November 18, 2015 meeting minutes were reviewed.

Motion to accept November 18, 2015 meeting minutes: **O'Dell/Betkoski;** all aye.

Correspondence: none

- IV. **Public Comment**

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

- V. **Friends' Report:** Sue Dowdell

1. Need liaison to FoBFL
2. DVD Shelving approved (\$125) to enlarge DVD space
3. Scrabble Challenge March 31, 2016 - will begin mailing sponsor letters in January
4. curtains should be all cut by January - Sue Levine working on valance
5. made approximately \$1200 from November event

6. may look into getting a refurbished Mac laptop;

Discussion:

A. O'Dell asked if there was a demand for a Mac and who would provide tech support

E. Dey questioned the need for a Mac

S. Dowdell explained that this was a staff suggestion to have a Mac laptop available for patrons, other than only windows laptops

S. Dowdell requested a decision on whether to pursue getting a Mac laptop of library patron use. The consensus was not get a Mac laptop for patron use at this time.

S. Dowdell stated the need for a liaison from the Library Board to the FoBFL who meet on the first Tuesday of the month at 6:30.

E. Dey asked if any of the board members are interested in filling that position, no one volunteered.

S. Dowdell noted that she can continue to report on FoBFL news but cannot represent the Library Board at their meetings.

VI. Long Range Plan subcommittee: met immediately before this meeting

S. Dowdell suggested having a chair of the subcommittee to lead the workshops.

A. O'Dell commented that she would consider being the chair.

R. Bellemare commented that she would consider being vice chair.

The Library Board of Trustees has designated the following 5 service responses for the BFPL to be included in the strategic plan:

1. Community Center
2. Visit a Comfortable Place: Physical and Virtual Spaces
3. Children's Doorway to Learning: Create Young Readers and Early Literacy
4. Satisfy Curiosity: Lifelong Learning
5. Stimulate Imagination: Reading, Viewing and Listening for Pleasure

Motion to accept the 5 roles listed above for the Beacon Falls Public Library strategic plan: Bellemare/Betkoski; all aye

Discussion:

A. O'Dell suggested the Library Board of Trustees meet with First Selectman Bielik to ask if there is support for plans for a new library before moving forward and ask the status of the Wolfe Avenue town-owned property.

ACTION: E. Dey will contact First Selectman Bielik to set up a meeting to discuss supporting plans for a new library.

The next Long Range Plan Subcommittee workshop will be held on **Wednesday, January 13, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

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

1. November Service Report:

- a) Physical adult book circulation is strong comparing YTD
- b) Continue to see an impact of streaming video on DVD circulation overall – however, we serve many without cable/internet services here.
- c) More people who use audio books are moving to a digital / downloadable format than audio CDs: about ½ and ½ now. In FY 14-15 it was about 33%. Will continue to purchase via OverDrive
- d) Need to develop a plan to mitigate lower registrations – especially in children. Targeting the children coming to coding classes and Legos – requiring an update library card in order to log on to the computer. Previously set up computers for the students. Will require them to use flash drive for new session so I do not have to take off/put on DeepFreeze, reducing set-up/take down time
- e) Average number of people at adult programs continues to increase
- f) Best attended adult programs
 - i) 2 sessions of Cookies and Coloring
 - ii) Genealogy – visited Town Clerk's office – on hiatus until end of January
- g) Best attended children programs
 - i) Closing session of Robotics had 25 adults attending, including the First Selectman. The three sessions accounted for 57% of children program attendance in November. Sessions should not be held on scheduled school holidays as 1/3 of students were missing. Rectifying that for next 8 week session.
 - ii) Movie (Minions) and Munchies – held the day the movie was released had 23 children with their accompanying adults

2. November Financial Report; Bills Paid:

- a) 42% of fiscal year is done. Line items are in good shape overall. No concerns at this time.
- b) Lorna Baldwin – program librarian before Meg Gill had designated the Library as the beneficiary of her pension. Recently received \$346.11 – her wishes were to put that money toward children's programming.

Motion to designate the \$346.11 from Lorna Baldwin's pension to be used for children's programming: Bellemare/O'Dell; all aye.

3. Approval for any Bills to be Paid out of Library Board checking account:

- a) Notification regarding Citizens News bill \$350 – already have a signed purchase order;
- b) Crystal Rock will forthcoming as well, but Chair can sign off on that one as it was approved to do so on a regular basis
- c) The recently completed State report had an optional question regarding number of wifi connections in the library. Currently BFPL has no way to count wifi connections. S. Dowdell requested the Library Board approve using \$325.00 from the checking account be used to purchase 2 open mesh routers (one for each side of library) and one Bibliotech hour.

Motion to approve up to \$325.00 from the Library Board checking account for the purchase and installation of 2 open mesh routers: O'Dell/Betkoski; all aye.

4. Other Library related news:

- a) BFPL will have a Senior SCSU library science student intern to work here in the spring. He will learn the circulation desk as well as cataloging and archival work. He will also working with the Director for Robotics programs. He will also work on Digitization of Local History books.
- b) Will be working on LSTA mid-year report – due January 15
- c) Inside book drop was moved to the back of the building; the two outside book and media drop boxes will be moved to the front of the building for easier access.

VIII. Old Business

- a. Bibliomation update: S. Dowdell

Bibliomation is close to finishing their Inter-Library Loans feature.

CCAR service contract ends on 12/31/15. Unsure of when delivery service will resume after that.

S. Dowdell noted that there was a 9% budget cut to CT State Libraries.

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

CMC Newly Elected Workshops: Friday Dec 18, 2015 or Sat. Jan. 23, 2016
The Library Board will pay registration costs.

CT State Library survey

c. Current policy review –

DVD policy was done this year. S. Dowdell requested guidance on which policy to revise next. The Library Board instructed her to work on the Confidentiality Policy.

d. Technology Librarian job description

S. Dowdell provided a draft job description which would be finalized by the First Selectman. She requested this position be included in budget if supported by the Board.

E. Dey commented that this was a good recommendation to the First Selectman.

Motion to accept the Technology Librarian job description as presented and add it to the BFPL FY 2016-17 budget proposal to be forwarded to the Board of Selectmen: Bellemare/Betkoski; all aye.

e. Budget presentation, approval and adoption

S. Dowdell distributed two draft budget versions to the Library Board; one with the Technology Librarian and one without. She noted this budget proposal includes an increase in the programming budget. Increases are also included in the professional development and clerk lines items as they have were in deficit in last year's budget. She mentioned the need to replace two computers at the circulation desk.

Motion to adopt the FY 2016-17 budget proposal with two options as presented: O'Dell/Betkoski; all aye.

IX. New Business

a. 2016 Library Closing Dates to be discussed /approved – all unpaid closures

- March 26 – Saturday of Easter weekend
- May 28 – Saturday of Memorial Day weekend
- December 24 – Christmas Eve (Saturday)
- December 31 – New Year's Eve (Saturday)
- Possible other paid closed to the public date(s) TBD in spring for staff to work on Long Range Plan action plan once the goals and objectives are set by the LB - may be a closure in the future

Discussion about any patron demand for those proposed Saturday closings.

Motion to accept the 2016 scheduled closures as presented: Bellemare/Betkoski; 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, January 13, 2016** at 6 PM in the library immediately before the next regular monthly Library Board meeting.

Wednesday, January 13, 2016 at 7:00 p.m. in the library next regular monthly meeting.

Motion to adjourn the meeting at 8:03: O'Dell/Bellemare; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk