



# The Beacon Falls Public Library

## Library Board of Trustees

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### January 8, 2014 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Erik Dey, Patricia Caldwell, Jessica DeGennaro, Sharon Davis

Trustees absent: Elizabeth Reilly-Edwards

Others present: Susan Dowdell, Library Director

Chairman K. Priestley introduced and welcomed new Trustee Sharon Davis to the Board.

- II. Review of Agenda: The agenda was reviewed. K. Priestley added c. Newsletter under New Business. Motion to approve the amended January 8, 2014 agenda: Jess/Pat; all aye.

- III. Approval of Minutes: November 13, 2013 & December 11, 2013

A motion to accept the November 13, 2013 meeting minutes cannot formally be made due to lack of quorum of those who actually attended this meeting. Those Trustees who attended the November 13, 2013 meeting reviewed the minutes and deemed them accurate. The other Trustee in attendance at the November meeting has since resigned from the Board.

The December 11, 2013 meeting minutes were reviewed. Motion to accept December 11, 2013 minutes: Dey/Caldwell; all aye. S. Davis abstained as she was not at the December 11 meeting.

#### Correspondence:

- K. Priestley received an email from E. Reilly-Edwards about her pending resignation. He will meet with her to discuss.
- First Selectman memo dated 12/12/13 appointing Sharon Davis to the Library Board.
- Association of CT Library Boards membership renew notice with an annual fee of \$100 due. Motion to renew annual board membership to ACLB for \$100: Davis/Dey; all aye.

IV. Public Comment – none

V. Friends' Report: Ken Priestley

- Met on January 7; meeting minutes were emailed to Library Board of Trustees
- President Paula Pelletier's father passed away; Library Board will send sympathy card
- Outside library sign is ready, waiting for better weather for installation
- The Friends will purchase a replacement stool for children.
- The Friends will purchase a replacement storage cabinet for the hallway.
- Working on a Facebook policy
- Scrabble Challenge scheduled for Thursday March 27, 2014 at St. Michael's lyceum
- Paint-a-Duck will continue this year; kits will be for sale at the Scrabble Challenge, then in the library.

VI. Long Range Plan subcommittee: update/survey

K. Priestley explained that this subcommittee will work on a 5-year plan for the library. E. Dey and J. DeGennaro will be members. K. Priestley will attend meetings but not be a subcommittee member.

Agendas will need to be filed with the Town Clerk for the Long Range Plan meetings as workshops. The subcommittee will meet the second Monday at 5:30 in the library. The first meeting will be held on February 10, 2014.

a. Edge workbook

S. Dowdell received CT Edge Initiative materials and distributed them to board members. Website registration will open on January 22. The Library Board will determine on what the library staff will focus. This tool includes benchmarks and S. Dowdell will check off the items that BFPL already has accomplished.

VII. Library Director's Report: Susan Dowdell

**a. Reports**

Service Report:

- Overall circulation is improving. Only down 1.7% overall when compared to last year.
- first staff meeting will be on Friday 1/10/14 to discuss roles and how to improve patron experiences
- Connecticut loans surged: November was 125 items, December was 172
- Volunteer hours improving slightly; 3 new volunteers starting and one previous adult volunteer restarting in January. The adults help with craft prep so S. Garcia can focus more on the planning.

Financial Report:

- At 6 months through the fiscal year, 50% of budget should have been spent more or less 50% All line items are within range, except for the computer line,

- which is 58% expended
- The invoice for WOWbrary will be \$250 until July 1; 55 patron subscribers so far
- The invoice for LibData [print management software] will about \$100
- The Marc Profiler for Baker and Taylor (add-on needed to have the acquisitions module for Evergreen) will be \$100
- \$1,400 balance for other tech support and materials
- Library materials line was 41% expended
- Rotary grant application was submitted

#### Bills Paid

- Copier Status – continues on month-to-month basis
- new smaller fax machine not purchased yet

### VIII. Old Business

#### a. Bibliomation update: Susan Dowdell

- WOWbrary started – as of 1/5/14 there were 47 patrons signed up (after 5 days).
- BLFP staff will have training in a few weeks on acquisition module
- Notification that it is available was sent via Eventbrite and Facebook

#### b. CT State Library Board of Trustee's listserv: Erik Dey – Scholarship available for students in MLS program, but these must be currently enrolled; no one on BFPL staff was eligible

#### c. Credit/Debit Card for Library Use

S. Dowdell contacted Town Treasurer M. Krenesky again to ask status, his response was “I am meeting with other banks as NSB is taking longer than I would have liked. I will meet with Webster Bank within the next two weeks. Exact date tentative at this time.”

#### d. Matthies Grant: Pursuing Your Future – update

- FOL approved at their 1/7/14 meeting, to use their Facebook page to advertise library events including the LinkedIn program. FOL will be reimbursed for advertising fees through the grant
- Universal Class: from inception to 1/3/14 there are 30 registered users, 102 login Sessions, 28 courses enrolled, 86 lessons completed. Offers over 500 free classes to patrons

#### e. Bulletin Board policy – S. Dowdell presented to Library Board

Motion to adopt the BFPL Bulletin Board policy as presented: Caldwell/Davis; all aye.

Discussion ensued about forming a policy subcommittee to review existing policies. S. Davis and P. Caldwell agreed to review existing policies.

**ACTION:** S. Dowdell will send the current policies to S. Davis and P. Caldwell for review.

- f. 2014-2015 Budget – adopted by Library Board, to be submitted to Selectman’s office by 1/10/14.

Capital plan proposal sent to Library Board members on 1/3/14

IX. New Business

- a. Capital Plan – S. Dowdell presented the capital expenditure proposal prepared for the Board of Selectmen. She will submit this with the 2014-2015 budget request.

**Motion to approve the BFPL Capital Expenditure Proposal as presented:**

**Davis/Caldwell;** all aye.

- b. Appointing a secretary –  
K. Priestley reviewed the duties of treasurer and secretary. The Board consensus was to split the duties between two members. The treasurer would need to be available to make deposits and write checks.

P. Caldwell volunteered to take on the secretary position.

**Motion to nominate P. Caldwell to be Library Board Secretary pro tem:**

**DeGennaro/Dey;** all aye.

- c. Newsletter

X. Executive Session (if needed)

Announcements/Adjournment:

The next regular monthly meeting will be held on Wednesday, February 12, 2014 at 7 p.m.

**Motion to adjourn the meeting at 8:24:** **Dey/DeGennaro;** all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk