



The Beacon Falls Public Library

Library Board of Trustees

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March 12, 2014 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:03 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Erik Dey, Jessica DeGennaro, Sharon Davis, Anne O'Dell

Trustees absent: Patricia Caldwell

Others present: Susan Dowdell, Library Director

- II. Review of Agenda: The agenda was reviewed. S. Dowdell added d. Library Web Site Update under New Business. Motion to approve the amended March 12, 2014 agenda: Dey/DeGennaro; all aye.

- III. Approval of Minutes: February 10 & 12, 2014

The February 10, 2014 Long Range Plan subcommittee workshop notes were reviewed and found to be accurate by those in attendance.

The February 12, 2014 meeting minutes could not be approved as there was not a quorum of Trustees in attendance. Tabled

Correspondence: none

Chairman K. Priestley noted that he and S. Dowdell attended a webinar on Creating Effective Surveys on February 20 which will be discussed with the Long Range Plan subcommittee.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on March 4; meeting minutes were emailed to Library Board of Trustees
- Gearing up for Scrabble; so far fewer teams have signed up than last year; welcomed a team from the Library Board.

Discussion: not enough members available for this year's event.

- Approved purchase of hang mate system for the library ceiling

- Ordered storage cabinet for the hallway
- Pampered Chef fundraiser order deadline March 28; 30% of sales will benefit the Friends; catalogs and order forms in library; secure online ordering also available
- Duck Race: Saturday May 3 FOL will have a booth
- Decorate-a-Duck kits available; \$10 registration fee; voting in April; final voting for top 3 in 3 groups will be at the Duck Race

VI. Long Range Plan subcommittee: March 10 workshop

The Library Board LRP subcommittee met on March 10, 2014 and was attended by E. Dey, K. Priestley, A. O'Dell, J. DeGennaro and S. Dowdell.

The subcommittee reviewed each area of the Edge Initiative and identified the benchmarks the BFPL was already meeting and discussed goals for the upcoming year.

ACTION S. Dowdell will contact Comcast about upload & download speeds for web sites.

VII. Library Director's Report: Susan Dowdell

a. **Reports**

Service Report:

- Despite a decline in overall circulation which may be a result of February's inclement weather and library closures, there was an increase in adult, young adult and downloadable books and audio books.
- Fewer DVDs were circulated; Bibliomation was looking at adding movies to OverDrive but the selection was not good at this time.
- Program attendance was good for the children's Drumming Program and Understanding Social Security for adults.
- Staff had their second monthly meeting; E. Setaro discussed her duties regarding service and financial reports. Each staff member developed a short-term goal to be completed by the end of June.

Financial Report & Bills Paid:

- Full-time line item may come up short at the end of the fiscal year due to the pay out of the previous Library Director's retirement.
- Professional development line item nearly exhausted; will ask the Board of Selectmen if future workshop attendance should be curtailed or if mileage expenses incurred could be paid from another town budget line item.
- On March 17, the new Lexmark multifunction printer/copier will be installed and Xerox will remove their machine.

VIII. Old Business

a. Bibliomation update: Susan Dowdell

- 2 Bibliomation staff met with S. Dowdell, S. Garcia and E. Setaro on March 11; after discussion about the print management software it was discovered that the Deep Freeze program was wiping out daily data which created inaccurate reports;

this problem has been resolved.

- The new Bibliomation Director, Carl DeMilia is on board

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

1. Investment policy –

E. Dey shared a query about library investments. K. Priestley explained that the Friends as a non-profit group would have money to invest but as a town-funded group the Library Board does not have money to invest. This policy query was probably meant for private libraries with endowments.

2. Current policy for food and drink in library –

While there was no written policy, S. Dowdell noted that there was no abuse and no problems at this time. If problems should arise and there is a need for a policy, she will address it.

Clerk M. Melville cited the Code of Conduct policy approved and adopted by the Library Board in November 2012 that there was mention of patrons taking care with food and drink in the library and they would be responsible for any damage caused to any computer or electronic equipment.

c. Credit/Debit Card for Library Use

S. Dowdell asked Town Treasurer Mike Krenesky for an update; there will be an application available from Union Savings Bank to apply for a credit card, should have it within another month. Meanwhile, program supplies have been ordered through Amazon. K. Priestley suggested looking at Oriental Trading as another source for supplies.

d. Matthies Grant: Pursuing Your Future – update

- One small group computer class and 5 Book-a-Librarian sessions were held last month
- Universal Class now has 35 users, completing 107 lessons
- Using grant money for Facebook advertising to promote awareness for the BAL sessions got 4,500 views
- A report to the Matthies Foundation is due on May 1, 2014

e. Current policy review - tabled

IX. New Business

a. Nominations of Officers: Chairperson & Treasurer/Secretary

Discussion: K. Priestley noted that he was willing to stay on as Chairman unless someone else would like the position. He accepted the nomination for Chairperson.

K. Priestley called for any other nominations. None given.

Motion to nominate Ken Priestley to continue as Chairperson; Dey/Davis; all approved.

Discussion: S. Davis was asked to stay on as Treasurer/Secretary. She accepted the nomination for Treasurer/Secretary and noted that she would consider delegating the duties of Secretary to another member.

K. Priestley called for any other nominations. None given.

Motion to nominate Sharon Davis as Treasurer/Secretary; O'Dell/Dey; all approved.

b. Bridal dinner for staff; delaying April 9 meeting time

S. Dowdell announced there will be a dinner for Shari Garcia at New Harvest on Wednesday, April 9 at 5:30. Library Board and Friends of Beacon Falls Library members, as well as BFPL staff are invited. Please RSVP to S. Dowdell.

S. Dowdell will collect donations until Friday April 4 to put towards a Visa gift card to be pooled with money collected from the Friends.

ACTION S. Dowdell will email a New Harvest menu to everyone so that dinner orders can be placed in advance. Everyone will pay as they go.

Motion to delay the April 9, 2014 meeting time until 7:30 making it a Special Meeting; Davis/DeGennaro; all approved.

c. Coin counting machine

S. Davis suggested getting a coin counting machine to handle the change received in the library for a more accurate bank deposit.

ACTION: S. Davis will research a coin counting machine and present findings to the Library Board.

d. Library Web Site update

S. Dowdell approached Beth Bucciferro to evaluate the usability of the current library web site from its original design 5 years ago.

The current library web site is not configured for mobile devices; B. Bucciferro put together a proposal for the Library Board review.

The current library web site uses Drupal, an open source web site development tool. If the site is updated, Wordpress software would be used allowing all library staff to make changes more easily and it would be coordinated with Eventbrite.

S. Dowdell noted that B. Bucciferro designed the new Park & Rec web site at bfpr.org.

X. Executive Session (if needed)

Announcements/Adjournment:

The next meeting will be a Special Meeting on Wednesday, April 9, 2014 at 7:30 p.m.

Motion to adjourn the meeting at 8:13: Dey/Davis; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk