



The Beacon Falls Public Library

Library Board of Trustees

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April 9, 2014 Special Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the special meeting to order at 7:38 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.

- III. Approval of Minutes: February 12 & March 12/Correspondence

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

The March 12, 2014 meeting minutes were reviewed. Motion to accept March 12, 2014 minutes: DeGennaro/Davis; all aye.

Correspondence:

Received notification letter that the Board of Selectmen had appointed Anne O'Dell to fill the vacancy on the Board from Elizabeth Edwards' resignation until her term expires on 11/20/17.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on April 3; meeting minutes were emailed to Library Board of Trustees
- Scrabble net profit = \$2,618.73
- Pampered Chef fundraiser made \$554.73 (Martha Melville donated 30% of sales)
- Discussed not renewing the Mystic Seaport pass since it had only be used twice; will go over passes and discuss renewing or not or getting new ones based on circulation
- Better World Books: S. Dowdell sent out 6 boxes, will be awhile before any money comes in

- Library sign will be installed on Monday April 14
- Duck Race/RiverFest on Sat. May 3; FOL will have a booth for bubbles and henna tattoos and the final voting for the Decorate-a-Duck contest
- Book sale Friday night June 6 and Sat. June 7; FOL will sort/discard leftover books; Boy Scouts will help with moving books and set up on Thursday June 5

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 and completed the Edge Initiative survey

Subcommittee will meet on April 14, 2014 at 5:30 in the library. Everyone welcome S. Dowdell will set up the projector to go over the Edge initiative and select items to put it in action plan.

VII. Library Director's Report: Susan Dowdell

a. **Reports**

Service Report:

- Increase this month in downloaded eBooks and audio books
- Laurel Ledge teachers are encouraging use of the Tumblebooks service. That use helped to achieve a 20% increase over the YTD totals at the same time last year.
- Two well-attended programs were the Teddy Bear Breakfast and the St. Patrick's Day craft
- Entywned Trio program offered Renaissance music for adults was paid out of the CCF grant monies
- Computer usage increased in March; the new print management software gives more accurate tracking data for statistical purposes
- S. Dowdell met with R. Murzak (principal) and M. LoRusso (language arts consultant) at Laurel Ledge and arranged to have the 4th and 5th grade students participate in the state-wide voting for the Nutmeg Children's Book Award this month. Further collaboration is planned for the next school year.
- Beacon Falls Rotary Club may sponsor a Battle of the Books competition between classes at Laurel Ledge in the future
- Wowbrary was up 8 from last month; now 89 users

Financial Report & Bills Paid:

- S. Dowdell signed up for the state-rate with AT&T until Sept. 2016 which will decrease the phone bill; as a result the requested budget line item can be reduced to \$600
- The remaining budget balance in the Dues and Fees line item will be spent for audio and video circuit fees
- The remaining budget balance in the Programming line item will be spent on the programs S. Garcia has scheduled throughout the rest of the fiscal year
- The circulation computers and the Patron Catalog computer are experiencing

some problems and will be evaluated to determine if they need to be replaced before the end of the fiscal year

- S. Dowdell created a list of substitute library assistants to fill in during staff illnesses if C. Greene is on vacation or unavailable
- A new version of Magill's Medical Guide is in the Bielik reference section

S. Dowdell noted that the Board of Finance reinstated the full amount requested in the computer line of the original budget request after she spoke at their meeting. The Board of Selectmen had made the cut because it hadn't all been used in the previous 2 years.

VIII. Old Business

a. Bibliomation update: Susan Dowdell

- Will go to Bibliomation at the end of April to meet the new director

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

ACLB and FOCL are offering: Working Together: What's In It for My Library?
Saturday 10 May, from 9:30 to 12:00 Willimantic Library Service Center

E. Dey noted that they will offer another session in the western part of the state on a future date.

c. Credit/Debit Card for Library Use

S. Dowdell reported that Town Treasurer M. Krenesky said this was still in the process; delay due no town finance manager in place.

d. Matthies Grant: Pursuing Your Future – update

- A report to the Matthies Foundation is due on May 1, 2014
- Starting a Small Home-Based Business on April 24 will be the last workshop paid for by the Matthies Grant
- Universal Class now had 36 users who completed 130 lessons; up from 35 users completing 107 lessons last month
- 3 Book-a-Librarian sessions completed, impacted by staff absences
- S. Dowdell used Facebook advertising which received a lot of views; also being advertised on cable channel 10

e. Current policy review – tabled

S. Dowdell commented that she would also like to have procedure manual in place.

f. Coin counting machine

S. Davis noted that she reconsidered her request for a coin counting machine and determined there is no need for one at this time.

g. Library web site update

The current library web site was created 5 years ago and it is not configured for mobile devices. S. Dowdell proposed using the remaining monies from the computer support line from this fiscal year as a deposit for the new web site design and make the final payment from the next fiscal year's budget, after the new web site is implemented.

IX. New Business

- a. Elections of Officers: nominated at March 12, 2014 meeting: Chairperson & Treasurer/Secretary

Chairman K. Priestley called for any other nominations three times from the floor for Chairman or Treasurer/Secretary positions.

No more nominations

Motion to elect Ken Priestley to continue as Chairperson and elect Sharon Davis as Treasurer/Secretary; Dey/O'Dell; all approved.

- b. New chairs for patrons in computer room - tabled

S. Dowdell hasn't researched yet.

X. Executive Session (if needed)

Announcements/Adjournment:

S. Dowdell noted that Ted Durley's mother (former Library Director, Marsha Durley's mother-in-law) passed away in March. A spring memorial is planned. S. Dowdell will forward information as it becomes available.

ACTION: S. Davis will send a sympathy card to Marsha & Ted Durley from the Library Board.

The next meeting will be on Wednesday, May 14, 2014 at 7:00 p.m.

LRP meeting on Monday April 14, 2014 at 5:30 PM in the library.

Motion to adjourn the meeting at 8:15: Davis/Dey; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk