



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729-1441 • fax: (203) 729-4927

beaconfallslibrary@yahoo.com

www.mybflib.org

May 14, 2014 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the monthly meeting of the Beacon Falls Public Library Board of Trustees to order at 7:01 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

Trustees absent: Patricia Caldwell, Sharon Davis

Others present: Susan Dowdell, Library Director

- II. Review of Agenda: The agenda was reviewed. S. Dowdell removed Executive Session and added A. Staff Leave under New Business.

- III. Approval of Minutes: February 12 & April 9/Correspondence

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

The April 9, 2014 special meeting minutes were reviewed. Motion to accept April 9, 2014 special meeting minutes: **Dey/DeGennaro**; all aye.

Discussion: question raised if the Library Board met in the summer. According to the bylaws, meetings during July and August may be called at the discretion of the chairman if there is a matter requiring a meeting. This will be discussed further at the June 11 meeting to determine the potential of holding a meeting in July or August.

Correspondence: none

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on May 6; meeting minutes were emailed to Library Board of Trustees
- Book sale Friday night June 6 and Sat. June 7; Boy Scouts will help with moving books and set up on Thursday June 5
- New outdoor sign up installed front of town hall building
- Treasurer was given approval to make transfers to replace monies used from the Janice Doll building fund account to open a CCF account.
- Reviewed passes; looking at dropping the ones less used

- Participated in Give Local Campaign, during the 24-hour donation period \$1,195 was raised online plus \$95 in other donations. Additional funds will be donated from CCF based on the percentage of total raised.

VI. Long Range Plan subcommittee: May 12 workshop

Committee members individually reviewed the Action Plan items and chose those they felt were priorities.

ACTION: S. Dowdell will compile results of priorities of Action Plan items.

Subcommittee discussed the need to do outreach to community groups and to survey the general population.

Long Range Plan subcommittee consensus was to take a hiatus until the fall.

VII. Library Director's Report: Susan Dowdell

a. **Reports**

Service Report:

- Despite a decline in overall circulation, digital downloads of eBooks and audio books increased.
- S. Dowdell will continue to increase the digital holdings to accommodate the group of patrons who prefer those formats.
- S. Dowdell will meet with Region 16 staff and Prospect Librarian to coordinate summer reading which should increase juvenile circulation over the summer.
- Animal Embassy and Miss Shari's Story walk programs for children were well attended. The Story walk and a children's book discussion program were funded by a stipend received by S. Garcia for attending a Conversational Reading workshop.
- Adult programs for gardening and meditation were also well attended and at no cost to the library as they were conducted by town residents.
- Computer usage was up from the same month as last year; LibData program was working well to accurately track computer usage.
- Book-a-Librarian program had 5 participants.
- Wowbrary has 92 users, up 3 from last month.

Financial Report & Bills Paid:

- Expecting a deficit in the full-time salary budget line due to pay out of the former Library Director and the pay out of unused sick time & vacation time to current staff; there might be funds left in the part-time salary line to offset this.
- Programming line will be exhausted.
- Slight surpluses expected in the Copier, Clerk & Telephone budget lines.
- Library Materials: S. Dowdell requested permission to continue to purchase materials into June instead of the May 16 deadline for purchase orders requested by the Finance Department because any changes to the Region 16

reading list won't be known until later in May and materials pre-ordered will not be available until June.

- Professional development line was nearly exhausted; library staff received permission to submit for mileage reimbursement using the Town Hall mileage line item.
- May request the Library Board pay the Amazon bill next month from overdue fees collected from DVDs.

VIII. Old Business

- a. Bibliomation update: Susan Dowdell
 - April 30 visited and toured Bibliomation's new facility; will work with their IT staff to upgrade the speed of library staff computers at no cost
- b. CT State Library Board of Trustee's listserv: Erik Dey
Conference scheduled for Saturday May 10 was cancelled.

- c. Credit/Debit Card for Library Use

S. Dowdell noted that Town Treasurer M. Krenesky informed her that any employee who has a credit card will need to provide their SSN to be tied to the card, as required by the Patriot Act. S. Garcia declined to have a card based on those requirements. S. Dowdell will apply for a credit card for the library instead. S. Garcia will no longer be reimbursed for sales tax. S. Dowdell will make program supply purchases based on requirements provided by S. Garcia.

S. Dowdell stated that at a new directors meeting she attended, there were discussions about library staff working at home during off hours. She was told that library staff must be paid when they're working even if it was at home. According to the Fair Labor Act document, if a supervisor was aware that an employee was working on their own time the town would be liable to pay them their hourly rate. S. Dowdell informed the Board that, due to this new information, she will not be working at home any longer as she has been doing and will instruct S. Garcia not to shop for program materials on her own time any longer.

- d. Matthies Grant: Pursuing Your Future – update
 - Received authorization to delay report to the Matthies Foundation until June 30, 2014 and to use remaining \$580 dollars toward new computer for hallway.
 - Five individuals took advantage of Book- a-Librarian program.
 - Universal Class: as of 4/30: 39 different users, completing 145 lessons; Last month: 4 new users, completing 15 lessons.
 - Facebook advertising resulted in 12 new likes for FoBFL. Most interaction from Job Now which showed an increase in usage. 0 usage in March, 84 items used in April. 2 resumes were submitted.
 - Self-checkout: S. Dowdell will meet with Tom Sweda from Bibliomation after Memorial Day to consult about software, hardware (computer & monitor) and peripherals (receipt printer, scanner). System would be funded using \$580 plus

donations from the Friends' Give Local campaign (about \$1290) – approximate available funds = \$1870.

e. Current policy review – tabled

f. Library web site update

ACTION: Library Director requested that all Library Board members review the current library web site for strengths and weaknesses.

g. New chairs for patrons in computer room - tabled

IX. New Business

A. Staff Leave

S. Dowdell noted that the program librarian, who works 30 hours per week, has requested a 12 week leave starting on/about September 17th. Discussions have taken place between the librarian, the First Selectman, and the AFSCME president and an oral agreement has been reached regarding staffing. The current library assistant will serve as the interim program librarian and will work 19.75 hours per week. This will leave a gap of 10.25 hours that the program librarian would normally work plus the hours that the library assistant fills in when staff is otherwise alone. It was agreed that the library may use the two current substitute library assistants up to a combined total of 19.75 hours each week to help fill the gaps. This is not an ideal solution and current services and progress will be impacted. The director and assistant director will be required to work every other Saturday and one evening each week with each non-union employee, as they are not permitted to man the library alone, and will have to cover some of the remaining program librarian duties. This was agreed not to be a precedent setting action on the part of the Town, but was understood to be a very unusual situation. The director asked the Board of Trustees to be mindful of this next fall.

X. Executive Session (if necessary)

Announcements/Adjournment:

S. Dowdell showed tinting samples that will be installed on the windows in the children's room of the library and hallway to cut down on solar heat.

The next meeting will be on Wednesday, June 11, 2014 at 7:00 p.m.

Motion to adjourn the meeting at 8:10: Dey/O'Dell; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk