



The Beacon Falls Public Library

Library Board of Trustees

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June 11, 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 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Erik Dey, Patricia Caldwell, Sharon Davis

Trustees absent: Jessica DeGennaro, Anne O'Dell

Others present: Susan Dowdell, Library Director

- II. Review of Agenda: The agenda was reviewed. Motion to approve the June 11, 2014 agenda: Dey/Davis; all aye.

- III. Approval of Minutes: February 12 & May 14/Correspondence

The February 12 and May 14, 2014 meeting minutes could not be approved as there was not a quorum of Trustees in attendance. Tabled

Correspondence: Thank you note from Shari Garcia for bridal dinner.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on June 3; meeting minutes were emailed to Library Board of Trustees
- Book sale Friday night June 6 and Sat. June 7; made over \$600 for book sale and almost \$100 for bake sale; could have used more help to move books; next book sale will be with the vendor fair on Sat. Nov 15 at St. Michael's lyceum

Discussion:

S. Davis asked for clarification on who sends out what reports:

Library financial reports emailed by Assistant Librarian

Friends' minutes, Library Board minutes & agenda emailed by the clerk when ready

Chairman K. Priestley resends all the reports as it gets closer to the meeting date as a reminder

VI. Long Range Plan subcommittee:

S. Dowdell suggested holding Long Range Plan subcommittee sessions on what would be the regular Library Board meeting nights in July & August to continue progress and to plan for the future. The community values piece needs to be done which calls for alignment of the library's technology resources and services with community needs.

S. Dowdell provided a preliminary report of the priority ratings made by library staff and the Library Board members. The First Selectman was also asked for input.

Consensus was to meet on Wednesday s at 7 PM on July 9 and August 13 for Long Range Plan subcommittee workshops in the library.

VII. Library Director's Report: Susan Dowdell

a. **Reports**

Service Report:

- In month-to-month comparisons there were increases in circulation of family passes, audio books on CD, downloadable audio books and eBooks.
- Connecticut loans (patrons from other towns who borrow from our library in person) are almost 22% higher when compared to the same time last year
- Program attendance while still higher when compared to the same month last year, but is down slightly due to extensive planning for summer and fall programming
- For FY 2014-15 additional categories may be added for Universal Classes and Book A Librarian sessions

Financial Report & Bills Paid:

- Expecting a shortfall in the full-time salary budget line due to pay out of unused sick time & vacation time; there might be funds left in the part-time salary line to offset this plus the Finance Dept indicated there are monies in an Employee Benefits line item that will be used to cover that shortfall at the end of the fiscal year.
- Program Librarian received a CCF grant for more adult programs, yoga classes will be offered in the fall
- Heat-reflective film to reduce a/c costs was installed on the windows in the hallway and the children's room on June 5
- The Friends' purchased a new book case to house puzzles in the children's room
- A new computer and monitor were ordered for the hallway for patron use

Treasurer S. Davis asked about ordering more checks for the Library Board checking account.

Discussion:

Consensus was to order more checks for the Library Board account from the bank as needed.

Motion to authorize Sharon Davis to order new checks from the bank for the checking account: **Dey/Caldwell**; all aye.

Motion to authorize Sharon Davis to pay the DVD Amazon bill as of June 30, 2014: **Caldwell/Dey**; all aye.

VIII. Old Business

- a. Bibliomation update: Susan Dowdell
 - Tom Sweda from Bibliomation staff worked with BFPL IT staff to complete a fix to speed up network speed for library staff.
- b. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- c. Matthies Grant: Pursuing Your Future – final report
 - Universal Class: 40 total users & 163 lessons completed; quarterly report will be provided in the future
 - 3 Book A Librarian sessions in May; 5 scheduled for June
 - The balance of the grant will be used towards a computer in the hallway for patron use
- d. Current policy review – NTR
- e. Library web site update
 - The website will be more visual with rotating images for programs and images to link to OverDrive and other databases
 - New titles from WOWbrary will also be on the main page
 - Anticipated launch of new site is the end of summer
- f. New chairs for patrons in computer room –

S. Dowdell provided a quote from Staples for Hercules series 21” stacking chairs

Discussion:

K. Priestley liked the specs: meets or exceeds all ANSI/BIFMA standards and fire retardant foam; suggested getting the brown color

Motion to authorize Sue Dowdell to purchase 4 Hercules chairs for patron use from Staples per the recommendation presented to the Library Board: **Dey/Davis**; all aye.

IX. New Business

- a. Set date for Library Director evaluation and meeting with staff

On Tuesday June 24 at 3 PM – 5 PM in the town hall assembly room, the Library Board of Trustees will meet in executive session with library staff individually and conduct an evaluation of the Library Director. This will be a Special Meeting.

b. Discussion on the need for meeting over the summer –

Consensus was to meet on Wednesday s at 7 PM on July 9 and August 13 for Long Range Plan subcommittee workshops in the library. These will be Special Meetings.

c. Closing library on Memorial Day Saturday –

S. Dowdell explained that there were very few patrons using the library on this Saturday during the holiday weekend

Motion to close the library on the Saturday of Memorial Day weekend: **Dey/Davis**; all aye.

d. Changing meeting date for September

Because of a scheduling conflict, the regularly scheduled September Library Board will be moved to Wednesday August 27 at 7 PM. This will be in lieu of our September meeting, so there will be NO meeting on September 10. This will also be a Special Meeting.

Motion to change the regularly scheduled September Library Board to Wednesday August 27 at 7 PM in the library in lieu of the September 10 meeting: **Davis/Dey**; all aye.

X. Executive Session (if necessary)

Announcements/Adjournment: Upcoming Library Board meetings:

Tuesday, June 24 at 3:00 PM, Town Hall Assembly Room: required yearly evaluation of the Library Director and meet with staff members individually in Executive Session

Wednesday, July 9 at 7:00 PM in library: Special Meeting to discuss the Long Range Plan

Wednesday, August 13 at 7:00 PM in library: Special Meeting to discuss the Long Range Plan.

Wednesday, August 27 at 7:00 PM in library: September Board Special Meeting (no meeting in September)

Motion to adjourn the meeting at 8:17: **Dey/Caldwell**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk