



The Beacon Falls Public Library

Library Board of Trustees

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August 27, 2014 Special Meeting Minutes (Draft Copy – Subject to Revision)

I. Call to Order/ Pledge of Allegiance:

Informal discussion about the library brochures; initially will be distributed at the Back to School brunch on Sept 2 at library and also will be used as a public relations tool when promoting about the library. S. Dowdell designed two handouts, one for families and one for adults. It was agreed that S. Dowdell will print copies of the brochure to have for the Back to School brunch on Tuesday September 2, 2014.

Chairman Ken Priestley at 7:25 p.m. **changed the special meeting** of the Beacon Falls Public Library Board of Trustees in the Connie Christensen Children's Room of the Beacon Falls Public Library to a **workshop** because a quorum was not present.

Trustees present: Patricia Caldwell, Jessica DeGennaro
Trustees absent: Sharon Davis, Anne O'Dell, Erik Dey
Others present: Susan Dowdell, Library Director

II. Review of Agenda:

III. Approval of Minutes: February 12, May 14, June 11 & June 24: No minutes could be approved due to lack of quorum.

Correspondence:

Notice of the Association of CT Library Boards Trustee Leadership conference at the University of Hartford on Friday October 24 [registration at 9:15 and 2:30 wrap up] Will include workshops, seminars (some on basic library board topics), and lunch \$35 per person. Registration deadline is October 17. To be discussed further at the October 8 meeting to finalize participation.

The Association of CT Library Boards also put out a call for awards and recipients will be recognized at the October 24 conference.

IV. Public Comment – none

V. Friends' Report: Ken Priestley

- Last met on June 3; no meetings since last Library Board of Trustees meeting; will meet on Tuesday September 2

- Had table at Family Fun Night in July offering baked goods
- Upcoming event: Sat. Nov 15 shopping fair, cupcake contest & book sale; Ginger will chair the cupcake contest, New Harvest will co-sponsor the contest

VI. Long Range Plan subcommittee:
Subcommittee workshops were held July 9 & August 13 and had discussions about the content for the library brochures.

Next workshop scheduled for Monday September 8th at 5:30 in the library.

VII. Library Director's Report: Susan Dowdell

a. Reports

Service Report: June highlights:

- 6% of last year's circulation was digital download; last year was 4.6%
- Card holders increased by 6.74%
- More computer usage noted

Service Report: June highlights:

- Young adult circulation was up 25%
- Children's card registrations up significantly
- DVD circulation down significantly
- Volunteer hours were up as many high school students needed community service hours
- Fewer program attendees due to fewer programs offered
- Online summer reading program usage increased 50% over last year

Financial Report & Bills Paid:

- June: Ended FY 2013/2014 in the red due to the former library director's payout. S. Dowdell is working with the Finance Office for the final numbers as items were included that were not normally included in the budget, per the new auditor. Accurate information is needed for the state report, which is due in November. An updated June Financial report will be presented at the October meeting.
- July: Larger amounts were expended due to Bibliomation items (OverDrive, WOWbrary, Evergreen). Also larger purchases were made since not many purchases were made in June due to the end of the fiscal year. There will be weekly Baker & Taylor bill this year to spread out the purchases so WOWbrary will have something new to report in each weekly email. There were more OverDrive purchases than normal due to filling holds and purchasing items on sale. It is anticipated that purchases will slow down in September.

VIII. Old Business

a. Bibliomation update/Library Self Check-out: Susan Dowdell

- The Nutmeg Network, which is bringing a fiber optic line to the town hall, will be working with Tom Sweda from Bibliomation to switch it from our current Connecticut Education Network which will make staff computers operate faster.
- Self-checkout system: nothing new to report. The computer in the hallway was

upgraded this summer, but we need to find a way to combine the current usage with the self-checkout system before proceeding.

- b. CT State Library Board of Trustee's listserv: Erik Dey – n/a
- c. Current policy review – tabled
New policies will be needed for the use of eReader/Tablets in the library and for museum passes. This could be done via a subcommittee.
- d. Library web site update - completed

IX. New Business

- a. Passport to CT Libraries – draft brochures discussed
Begins on September 2 throughout the state. Article in 8/27/14 Republican-American. Press release will be published in the Citizen's News. Passports will be handed out in the library; those who come in for their passport to be stamped will get a bookmark and a brochure.
- b. Staffing – Plans are in place for the Program Librarian's 12 week absence. Our current library assistant will work 19.75 hours as the Interim Program Librarian and our current substitute library assistants will together work 19.75 hours to fill in gaps in coverage. Carine Greene has been working with Shari Merrill to discuss plans and most of the e-vites and flyers are created for programs through December. The Library Director will schedule winter programs as the newsletter is due prior to the Program Librarian's return in December.
- c. Internet access – Ken Priestley
K. Priestley noted that the wireless access is not good in the children's room to adequately accommodate computer classes. He suggested a stronger, better router. This topic will be discussed further at the October meeting.

X. Executive Session for a personnel matter – tabled due to lack of quorum

Announcements/Adjournment:

The next regular monthly meeting will be on Wednesday, October 8, 2014 at 7:00 p.m.

The next Long Range Plan Subcommittee workshop will be on Monday, September 8, 2014 at 5:30 p.m. in the library.

There will be no Library Board monthly meeting in September.
Consensus was to conclude this workshop at 8:06.

Respectfully Submitted,

Martha Melville
Library Board Clerk