



The Beacon Falls Public Library

Library Board of Trustees

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October 8, 2014 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman Ken Priestley at 7:00 p.m. called the monthly meeting of the Beacon Falls Public Library Board of Trustees to order in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Sharon Davis, Anne O'Dell, Erik Dey Patricia Caldwell

Trustees absent: Jessica DeGennaro

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed. Motion to approve the October 8, 2014 agenda: Caldwell/O'Dell; all aye.

- III. **Approval of Minutes:** February 12, May 14, June 11, June 24 & August 27

Chairman K. Priestley suggested, per Robert's rules of order, approving meeting minutes, noting that any member can vote to approve minutes.

The Chairman asked for any corrections to the minutes. If there are no corrections to the February 12, May 14, June 11, June 24 & August 27 minutes they stand approved as read.

Correspondence:

Copy of a letter sent to the Board of Selectmen from Library Director Sue Dowdell requesting a temporary increase of 2 hours per week from 10/6/14 until 12/20/14, while Program Librarian S. Merrill is on medical leave. This temporary increase in her hours was approved at the 10/6/14 Board of Selectmen meeting.

Information on the ACLB 2014 Trustee Leadership Conference to be held on Friday 10/24/14 at the University of Hartford.

Library Board clerk sent the memo of the 2015 meeting schedule to the Beacon Falls Town Clerk.

IV. **Public Comment** – none

V. **Friends' Report:** Ken Priestley

- Last met on October 7 and September 2
- review of income/expenses
- review of summer activities
- Upcoming event: Sat. Nov 15 shopping fair, cupcake contest & book sale; Ginger will chair the cupcake contest, New Harvest will co-sponsor the contest
- election of 2014-2015 officers: President Paula Pelletier, VP Rhonda Bielik, Treasurer Isabelle Culotta and Secretary Martha Melville (same slate as last year)
- renewed FOCL membership
- membership drive: 4 lifetime members and 15 renewals
- ImagineNation, Maritime Museum and American Clock & Watch museum passes renewed
- pumpkin painting will be on Oct 25
- approved having a skirt made for the hallway bench
- Very Ready Reading Program approved the purchase of 3 kits: birth-24; 2-3 and 4-5; more active and repetitive for children; 20 weeks of lessons; handouts for parents and caregivers
- approved purchase of plants for the library (spider & jade)
- received a \$250 sponsorship from CCF for the Scrabble tournament
- Cupcake contest: judges and prizes finalized, 2 categories of bakers; rules posted online
- shopping fair: 7 vendors signed up
- book sale: will be sorting books; listed online at bookfinder and FOCL
- potential fundraiser at New Harvest restaurant; Rotary Club having a brunch FR
- United Way Festival of Trees: S. Dowdell will do a tree for the library and Friends on December 5 at Ion Bank, Naugatuck
- December 6 holiday party at Dowdell's
- donation to gingerbread house workshop - tabled

VI. **Long Range Plan subcommittee:**

Subcommittee workshops held September 8 & 29

The subcommittee reviewed sample surveys; discussion about the need for questions that will drive the long range action plan. Next meeting will be Monday November 10 at 5:30.

VII. **Library Director's Report:** Susan Dowdell

a. **Reports**

Service Report:

- continued increase in audio book circulation (both CDs and downloadable)
- decline in programming (due to no bus trip and fewer summer programs offered)
- computer usage and volunteer hours higher than the same month last year
- Summer Reading program had a 50% increase in PreK - grade 5 & middle school

registrations

- September circulation rebounded from a decrease in August and only slightly below last year's figures overall
- programming total continue to be lower than last year as fewer programs were offered plus the typical September visit to schools was delayed until October
- the hallway has been transformed through the efforts of interim program librarian, Carine Greene, making it appear more spacious
- a new seed library will be available, working with the community garden, cabinet to house the seeds was purchased
- 6 tablets/eReaders were received from the Rotary Club of Beacon Falls; staff members are becoming familiar with the various models to better assist patrons in downloading electronic materials
- a new reading therapy dog, Charo, a poodle owned by resident Nancy Griswold, will start monthly visits listening to children read starting on October 28

Financial Report

- the library's capital projects savings account at Ion Bank has a balance of \$11,000
- funds being held in trust by the Friends of Beacon Falls Library have been deposited into the Library Board checking account

Bills Paid:

Citizen's News \$350.00 for newsletter publication

Motion that the bill from Citizen's News for \$350.00 for newsletter publication be accepted and paid as submitted: Dey/Davis; all aye.

Discussion: Treasurer Sharon Davis brought to the attention of the Library Board that a check with no date was received and the bank would not cash it. BFPL staff will call patron about a date for check.

VIII. Old Business

- a. Bibliomation update/Library Self Check-out: Susan Dowdell
 - received an email from Bibliomation announcing they are creating a development fund as reserve fund for network upgrades; this will create an additional .5 % increase for annual membership, above the 5% scheduled annual increase
 - self-check out system: Gen Francis attended a Bibliomation meeting where they showed a self-check out system; tabled for now
- b. CT State Library Board of Trustee's listserv: Erik Dey -
 - Mary Engels retirement celebration on Sept. 25
 - ACLB conference on Friday Oct 24 at University of Hartford registration deadline 10/17
 - info on Hogwarts Halloween at Blackstone Library, Branford
- c. Current policy review – tabled until the new year

d. Passport to CT Libraries

- at least 30 patrons from other libraries visited BFPL through this program
- 2 BFPL patrons submitted passports into the prize drawing; winners will be announced in November

e. Staffing update

- Rosalie Lucia Merrill arrived on September 26; S. Merrill will have 12 weeks off and return to work on December 22
- Library Director is trying to minimize the amount of time that PT substitute Library Assistants are used so the impact to the line item is as little as possible
- Library Director was approved by the Board of Selectmen to work an additional 2 hours per week as needed during S. Merrill's absence

IX. **New Business**

a. Internet access - Ken Priestley

Discussion of problems with signal strength of wireless system in the children's room. There may be a need to upgrade the router. Various vendors (Staples, Costco, Amazon, Best Buy) were discussed along with using the town account for sales tax exemption.

S. Dowdell suggested that K. Priestley bring specifications and prices to the next Library Board meeting.

b. Water cooler -

Originally this unit was put on the town clerk's account. The library has not received a bill yet. S. Dowdell noted the cost of \$3/bottle and using an average of three bottles per month. She further noted that there is no budget line item in the library's approved budget to pay for this. It was agreed to pay for the water cooler from the Library Board checkbook.

Motion to give Library Board of Trustees Chairman authority to approve future monthly bills for the library water cooler to be paid when received: O'Dell/Davis; all aye.

c. Library Funds

After discussions with the Boards of Selectmen and Finance, all parties agreed that the management of the Library Board of Trustees checking account will be transferred to the Town Treasurer and the town Finance Office. The Library Board of Trustees will continue to control that account and will approve all disbursements.

Previously, some Library Board funds were transferred to the Friends of Beacon Falls Library to hold in trust, some came from donations. That money has been transferred back into the Library Board checking account.

The Board of Selectmen agreed that the Library Board funds need to be under town control.

The Library Board checking account money will not go into the town's general fund.

The Library Board of Trustees has approval of any expenditures from this account.

Any bills will be processed through the town finance office as well as deposits.

ACTION: The Library Board of Trustees will need to redefine the treasurer's duties in the bylaws. It was agreed that the LBoT Treasurer should continue to keep records.

S. Dowdell suggested checking with the ACLB for guidance on duties for the treasurer.

S. Dowdell will request a copy of the bank deposit slips after money is turned over to the town finance office as well as copies of the monthly bank statements for the treasurer's and library's records.

The town treasurer will hold the Library Board checkbook and will require several signatures on checks.

At the Library Board November meeting, there will be further discussion of the position of treasurer and draft a proposal to change by laws.

X. **Executive Session** for a personnel matter

The Library Board of Trustees invited Library Director, Susan Dowdell, to attend their Executive Session.

Motion to commence executive session at 8:54 p.m.: **O'Dell/Caldwell**; all approved.

Attendees: Erik Dey, Patti Caldwell, Anne O'Dell, Sharon Davis, Ken Priestley, Susan Dowdell

Motion to terminate executive session at 9:17 p.m. **Caldwell/Dey**; all approved.

ACTION: E. Dey will contact Trustee Listserv for Director evaluation format.

Announcements/Adjournment:

Erik Dey resigned from the Long Range Plan subcommittee. Sharon Davis will take his place.

The next Long Range Plan Subcommittee workshop will be on Monday, November 10 2014 at 5:30 p.m. in the library.

The next regular monthly meeting will be on Wednesday, November 12, 2014 at 7:00 p.m.

Motion to adjourn the meeting at 9:21: **Dey/Davis**; all approved.

Respectfully Submitted,
Martha Melville
Library Board Clerk