



The Beacon Falls Public Library

Library Board of Trustees

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January 9, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

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

Members present: Ken Priestley, Linda Chamenko, Alex Chamenko, Erin Schwarz, Erik Dey

Member absent: James Moffat

Staff present: Marsha Durley, Library Director and Sue Dowdell, Assistant Librarian

- II. Review of Agenda: The agenda was reviewed. M. Durley added under New Business b. Legos and c. Bring Your Child to the Library Day. Motion to approve January 9, 2013 amended agenda: L Chamenko/A Chamenko; all aye.

- III. Approval of Minutes: The December 12, 2012 meeting minutes were reviewed. Motion to accept December 12, 2012 minutes: Schwarz/Dey; all aye.
Linda Chamenko abstained as she was not at the December 12, 2012 meeting.

Correspondence:

BFPL staff was notified that the library was named as the beneficiary of funds from former Program Librarian Lorna Baldwin's retirement fund.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on January 8, meeting minutes will be emailed to Library Board of Trustees
- \$100 donation was made to St. Michael RC Church for use of their facility.
- Scrabble planning has begun, sponsor letters were sent out.
- Approved \$30 towards the purchase of a set of Legos for library use.
- Will sponsor the Decorate-a-Duck contest, kits will be available at the end of February, final voting at the Duck Race on May 4.
- \$100 was paid towards the Animal Embassy program.

- \$100 was approved to go towards the Bubble Man science program with the balance to be paid with United Day kids' lemonade stand proceeds donation.
- FOL will provide beverages and paper goods for Take Your Child to the Library Day and Sandy Priestley will provide a decorated cake for that event.
- FOL will provide refreshments for the Mapmaker's Son author visit on Jan. 12 and for David Koch's Civil War presentation on Feb. 7.
- Rhonda Bielik will make a donation to the FOL and take the popcorn machine.

VI. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey, James Moffat, and Ken Priestley

The subcommittee met January 7 to review the sample building program drafted by Sue Dowdell.

First Selectman Gerry Smith was agreeable to the size of the building project for Phase 1 being a maximum of 7,550 and a recommended minimum of 5,089 square footage. The minimum square footage would double the current library space and would provide greater ADA accessibility.

Motion to accept the 2013 Building Program for the BFPL: L Chamenko/A Chamenko; all aye.

S. Dowdell and K. Priestley will meet with the grant writer on January 15 to get cost estimates for the consultants needed to create the building plans.

S. Dowdell contacted Josh Carey, of the CT Community Foundation, about possibly applying for a CCF grant to pay for a consultant for fundraising for the new building project. (Lisa Low's fee) She questioned if the Friends should apply or if the town could apply. There may be an issue as the 35 Wolfe Avenue house is a town-owned building.

VII. Library Director's Report: Marsha Durley

Circulation for the month was down slightly, probably due to holiday closings. ILL borrowed and lent continue to rise. Connecticard Loans have dropped off. Program attendance up a bit over the same month last year.

Library services patron use numbers decreased in the past month. Library web site visits were above the same month last year.

Some of the materials budget may be used for computers to replace some of the older machines.

The professional development line has been depleted. BFPL staff will be reimbursed for any mileage incurred by attending professional development through another town budget line.

M. Durley reported that a local family wishes to donate a book per year to the library in memory of one of Sandy Hook school student victims. She will place a book plate in those books purchased with the boy's name and photo.

M. Durley reported that the current cost for the newsletter to be published quarterly by Citizen's News will be \$350 per publication, not the \$375 as originally quoted.

CCAR missing items from Hurricane Sandy: the BFPL has received late notices from other libraries stating that materials haven't been returned and are lost in transit. BFPL staff may send late notices to other libraries for any missing BFPL materials that may have been lost in the storm. The losses may end up cancelling each other out.

VIII. Old Business

- a. Bibliomation update: Marsha Durley
M. Durley gave kudos to Bibliomation for great communication as they continue to perform updates. Otherwise, there is nothing new.
- b. CT State Library Board of Trustee's listserv: Erin Schwarz
ACLB is looking for new members for the state library board.
Program Librarian Shari Garcia is looking into the Every Child Ready to Read grant, Erin Schwarz volunteered to help Shari with the grant writing, if needed.

IX. New Business

- a. Library Staffing update

M. Durley reported that the Board of Selectmen approved hiring one part-time library worker for a maximum of 20 hrs/week. A request for the Board of Finance to transfer funds will be made at their meeting on January 15. This new person will provide coverage when only one librarian is on duty. She was instructed to put the part-time library worker salary in the 2013-2014 budget to fund for a full year. She has already received 2 resumes. The new worker would be required to work every Saturday and 1 or 2 evenings a week and will have the same duties as library staff, with the exception of providing specialized services.

Computer technology support: Bob Desrochers was unavailable to do some updates to the library laptops. This task was offered to and completed by Josh Kozodoy. J. Kozodoy will continue to provide routine computer support, as needed. B. Desrochers will be called less frequently and only for major computer work.

- b. Legos
Program Librarian Shari Garcia wants to start a young student Lego club.
Motion to give up to \$100 to Shari Garcia to use at her discretion for the purchase of Legos for library use: A Chamenko/Schwarz; all aye.
ACTION: Ken Priestley will ask James Moffat to contact the Legos Company to request a donation.
- c. Bring Your Child to the Library Day: Open House on Saturday, February 2 from 10 a.m. to noon

The BFPL will participate in Bring Your Child to the Library Day on Saturday February 2 and all 3 librarians will be working. Shari Garcia requested the Friends provide a cake and beverages for the program. Sandy Priestley will bake and decorate the cake.

S. Garcia also plans to have a photo booth available and would like to borrow boas, funny hats, and dressy clothes to use for this event. During this program, there will also be ongoing story time. Volunteer readers are needed. Crafts and a guessing jar will also be available.

X. Executive Session (if needed)

Announcements/Adjournment:

The next meeting will be held on Wednesday, February 13, 2013 at 7 p.m.

Motion to adjourn the meeting at 8:17: Dey/L Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk