



The Beacon Falls Public Library

Library Board of Trustees

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February 13, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:02 p.m. in the Connie Christensen Children’s Room of the Beacon Falls Public Library.

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

Member absent: James Moffat

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

- II. Review of Agenda: The agenda was reviewed. Motion to approve February 13, 2013 agenda: A Chamenko/Dey; all aye.

- III. Approval of Minutes: The January 9, 2013 meeting minutes were reviewed. Motion to accept January 9, 2013 minutes: L Chamenko/A Chamenko; all aye.

Correspondence: ACLB membership information.

- IV. Public Comment – none

- V. Friends’ Report: Ken Priestley

- Met on February 5, meeting minutes were emailed to Library Board of Trustees
- Working on a policy for the Friends’ Facebook page
- Dates set for spring book sale: Friday May 31 & Sat. June 1 and shopping fair/book sale/cupcake contest on November 9 [later discovered that date is not available]
- New committee chairs named for duties handled by President Wanda Mulinski
- Looking into nominating the BFPL for a public service award from the CT Library Consortium

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

The subcommittee will meet at 5:30 Monday March 4 in the library.

Sue Dowdell provided an update on the 35 Wolfe Avenue property. The town administration is looking into what to do with building: raze, sell or add on. The First Selectman requested funding from the Board of Finance for preliminary plans for

fundraising grants and architecture. The Board of Finance preferred to have these options go to a public hearing.

S. Dowdell suggested concentrating on three demographics: pre-school, job seekers & over 55 residents and to set goals for those groups along with a marketing strategy.

S. Dowdell will apply for a Matthies grant for library laptops.

ACTION: Erin Schwarz will forward past Matthies grant applications to S. Dowdell.

S. Dowdell and K. Priestley met with the grant writer and architect on January 15 to get cost estimates for the consultants needed to create the building plans. The cost proposal and building program for preliminary plans for phase 1 would be \$10,000 or \$11,000 for plans for phase 1 and 2 for the property. However, any future activity with the grant writer and architect was on hold until a public hearing is held to determine the fate of this property. A public hearing won't be planned until after a town budget is passed

Library awareness: K. Priestley expressed his thanks and gave kudos to Erin Schwarz for a well written letter to the editor of Citizen's News highlighting the library services from the Library Board of Trustees.

CCAR missing materials from Hurricane Sandy: may be valued at ~\$1,000 of BFPL items lost.

Program Librarian Shari Garcia was planning mid-May bus trip to Newport, RI. M. Durley asked if the Library Board would subsidize the price difference for a bus with driver's tip for a Saturday trip versus a weekday trip (approximately \$300-\$400).

S. Garcia was also researching a beer tasting program to be held in St. Michael's lyceum. This would be a 2.5 hr program about the beer making process (for the price of \$350). The question was raised if a special insurance certificate would be required.

Discussion ensued about purchasing more DVDs or subsidizing library programs. The Library Board was in agreement to fund several library programs for about \$800.

VII. Library Director's Report: Marsha Durley

Circulation for January was up 21%.

Connecticard activity was high in January.

M. Durley commented that while Scout meetings were held at St. Michael's, the parents came into the library during this time including people from out of town.

New registrations exceeded expiring ones in January.

Program attendance was up over the same time last year and up for the year.

Computer usage was up for the year, but fewer users.

Volunteer hours were down, one volunteer was recently hired. The high school student volunteers haven't been steady with their hours.

M. Durley was working on the March newsletter.

The Library's AT&T phone bill has increased \$15 per month and M. Durley requested increasing the library budget for the telephone line item.

Motion to amend the BFPL 2013-2014 budget submission to increase the telephone budget line item to \$1,100: Schwarz/L Chamenko; all aye.

Bring Your Child to the Library Day Open House was held on February 2. The BFPL set a record of items circulated -- 132.

VIII. Old Business

- a. Bibliomation update: Marsha Durley
Bibliomation debuted a new children's catalog in early February. A link was added to the OPAC computer in the hallway and flyers are available at the circulation desk.
- b. CT State Library Board of Trustee's listserv: Erin Schwarz - NTR
- c. Library staffing update
M. Durley and K. Priestley conducted interviews; Liz Setaro was hired and is working out well.

IX. New Business

- a. ACLB Dues – \$100 will be paid from the library budget
- b. Library Board of Trustees roster – distributed for review of accuracy. Clerk M. Melville will forward to the Town Clerk's office for internal use only.
- c. Review of by laws
ACTION: Clerk M. Melville will email the current by laws for trustees to review. There will be a discussion at the March 13 meeting to determine if any changes are needed to the existing by laws.
- d. CT Conference of Municipalities program – This was to be discussed at the Feb. 11 Board of Selectmen meeting which was cancelled due to snow and the closure of the town hall. Kevin Maloney of CCM was scheduled to discuss various training programs for employees which are available at no cost to the Town.

X. Executive Session (if needed)

Announcements/Adjournment:

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

Motion to adjourn the meeting at 8:07: Dey/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk