



The Beacon Falls Public Library

Library Board of Trustees

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March 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 7:00 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, James Moffat

Others present: Marsha Durley, Library Director; Sue Dowdell, Assistant Librarian; Mike Krenesky, Town Treasurer

- II. Review of Agenda: The agenda was reviewed. M. Durley added under New Business c. Discussion of request by Dawn Stevens Motion to approve amended March 13, 2013 agenda: L Chamenko/Schwarz; all aye.

- III. Approval of Minutes: The February 13, 2013 meeting minutes were reviewed. Motion to accept February 13, 2013 minutes: Dey/A Chamenko; all aye.

James Moffat (arrived at 7:03)

Correspondence: Received information from Morgan Stanley about investment services for non-profits, doesn’t apply to the Library Board.

- IV. Public Comment –

M. Krenesky commented that, because of the Park & Rec issue that the auditor cited, he wondered if the same situation applied to how library funds are managed. Another audit question in terms of Park & Rec was about grants received and how they are used and if that money was mingled with other funds. He shared this information as Town Treasurer; he is the custodian for all town accounts.

M. Krenesky inquired about the Library Board’s PayPal account as the auditor raised the question of how funds are kept and what account they are in. L. Chamenko clarified that the PayPal account was strictly used for trips and programs to be paid for by patrons and was created as a convenience for people to be able to sign up and pay for library programs online.

E. Schwarz commented that Park & Rec has pay for play programs, people pay for an activity and that money is used for the program and kept separate from the town budgeted money.

M. Krenesky commented that he would talk with the Finance Director and the auditor to discuss the library accounts.

V. Friends' Report: Ken Priestley

- Met on March 5, meeting minutes were emailed to Library Board of Trustees
- Scrabble tournament on March 21; 14 teams signed up, good response from sponsors
- Pampered Chef fundraiser, catalogs and order forms available in the library, deadline March 23
- RiverFest Sat. May 4, FOL will have a booth with final voting on Decorate-a-Duck
- Fall shopping fair set for Sat. Nov. 16

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

The subcommittee met Monday, March 4, discussed that the library needs to be center of community.

S. Dowdell drafted the opening paragraph for the long range plan. Their next meeting is April 1.

S. Dowdell commented that the \$30,000 was still in the 2013-2014 proposed budget for the library study.

VII. Library Director's Report: Marsha Durley

M. Durley announced her plans to retire in July 2013.

Despite being closed 3.5 days because of snow issues, circulation for February was up 5% over same month last year. This marked the third straight month of rising circulation totals.

ILL borrowed had doubled compared to February 2012, ILL lent up as well, Connecticard loans were also up.

Program attendance was exceptional in February despite the weather and snow closures compared to last February.

Computer usage was down compared to last year, and the number of patrons using computers was also down, but not as much.

Web site was usage up especially during stormy weather. Kudos to S. Dowdell for posting storm-related information on the library web site and Facebook page.

Volunteer hours were down for the year over all, but up compared to the same month last year.

Telephone budget line item: S. Dowdell contacted AT&T about the expense of the fax line. She learned that because there was no contract, and the library was going month-to-

month, the rate was higher. AT&T offered that if the library committed to a one-year contract, the monthly rate for the fax line would be cut in half.

Program Librarian S. Garcia was booking programs now for the summer and making expenditures. The balance of the existing program budget has been committed.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Bibliomation has plans to move their servers to a new site, but the move was postponed until their new location had completed upgrades.

OverDrive notified subscribing libraries that MacMillan publishers are offering their eBooks through OverDrive, and like Harper-Collins, the rights to the books are limited. M. Durley explained that there was a maximum download allowed of 52 times or 2 years, whichever comes first. Bibliomation polled member libraries if they should purchase the MacMillan eBooks or boycott. BFPL voted to boycott the MacMillan eBooks.

S. Dowdell stated that the BFPL computers at the circulation desk run on Windows XP. She discussed with Bob Deroschers, computer support, about upgrading two computers at the circulation desk to Windows 7. She noted that Microsoft will discontinue support of XP in 2014. B. Deroschers will move a wireless access point from the circulation desk to the adult room; this will provide better internet connection across the hall and in the assembly room downstairs.

K. Priestley suggested the library purchase a more powerful Windows 8 laptop to use for tutoring as well as for students who may require it for school projects.

b. CT State Library Board of Trustee's listserv: Erin Schwarz

Forwarded an email about a webinar offered on April 18 at 2:30 at the Middletown Library Service Center, **Your Library Needs Community Partnerships: How to Get it Done**, about building partnership with community businesses and organizations.

S. Garcia is working on a grant for Every Child Ready to Read which required someone from the library to attend a workshop. K. Priestley will attend on March 18 in her place as S. Garcia will be on vacation.

FOL Boot Camp on April 20, the FoBFL were asked to participate to discuss the Scrabble fundraiser.

c. Revision of by laws – bank account signatures

Upon review of the by laws, it was noted that there is a requirement to have two signatories for all Library bank accounts. Chairman K. Priestley will have his name put on the bank signature cards.

K. Priestley suggested changing the wording about summer meetings from “No regular meetings will be held in July and August.” to “meetings during July and

August may be called at the discretion of the chairman if there is a matter requiring a meeting”.

Motion to amend the by laws with the above change and adopt: Dey/Moffat; all aye.

- d. CT Conference of Municipalities program – Ken Priestley
The town is a member, seminars are free, and many other seminars are offered. Town employees and members of boards and commissions are eligible to attend.

J. Moffat and K. Priestley may attend the April 11 workshop from 9-12 on “FOIA: What Board, Commission & Committee Members Must Know” held at Savin Rock Conference Center, West Haven

IX. New Business

- a. Library closure on Saturday March 30 (Easter weekend)
M. Durley noted that this is not a paid holiday. The town hall and library will be closed on Good Friday March 29. BFPL staff will schedule their hours to be completed during the week.

Motion to close the library on Saturday March 30 of Easter weekend: L Chamenko/Dey; all aye.

- b. Funding bus tickets for library staff on official trips
When the library schedules a bus trip, a BFPL staff member chaperones the trip which involves checking people in before they get on the bus and making sure passengers are accounted for on the return trip.

Discussion:

M. Durley explained that sometimes the travel time counts as staff’s normal work hours, with the time at the destination being on their own time.

M. Durley asked if there would be a food allowance on these trips or if the employee would receive mileage reimbursement to the bus. The general consensus was no meal allowance or mileage would be given as the bus trip would be considered a normal work day.

It was also agreed that the BFPL staff member acting as a trip chaperone should not have to personally incur the expense of a bus ticket.

M. Krenesky suggested that a bus ticket should be considered a program expense and that fee would come out of the library’s program budget line item. The procedure would be to submit the bill for a bus ticket to the town and request a check made payable to the Library Board to cover the bus ticket expense.

L. Chamenko suggested the Library board pay for the bus ticket for the Rhode Island trip.

Motion to pay \$27.00 for a bus ticket for the May 5, 2013 Rhode Island for the library staff member leading the trip. Moffat/L Chamenko; all aye.

J. Moffat suggested that for future bus trips, to add an additional 50 cents to each bus ticket to cover the cost of a ticket for the BFPL staff member chaperoning the trip.

c. Discussion of request from Dawn Stevens for a donation of \$150 to help them meet expenses for a talent show at WRHS

M. Durley explained that the library received a request from Dawn Stevens for \$150 donation to help defray the costs of prizes for a talent show to be held at Woodland Regional High School. There was no date for the event nor who was sponsoring it.

Discussion:

M. Durley commented that library budget is town money appropriated for library use.

In an email, D. Stevens indicated that Prospect Youth Soccer, the Prospect Library, and the Park & Rec departments from both Beacon Falls & Prospect as well as Gerry Smith had already made donations.

S. Dowdell commented that the program money in the library's 2012-2013 budget has already been committed.

More information and clarification about the Prospect Library donation is needed.

D. Stevens had also requested someone from the library be on the voting board of this talent show.

E. Schwarz speculated that this might be a big community event and had additional questions if this was a fundraiser, if admission is charged, or if it is a community social event.

ACTION: E. Schwarz will talk to D. Stevens at the Minds in Motion event on March 16. She will also check on the donation from the Beacon Falls Park & Rec and ask about the Prospect Library donation.

Topic tabled until more information is available.

X. Executive Session (if needed)

Announcements/Adjournment:

The next meeting will be held on Wednesday, April 10, 2013 at 7 p.m.

Motion to adjourn the meeting at 8:11: **L Chamenko/Dey**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk