



The Beacon Falls Public Library

Library Board of Trustees

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April 10, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:45 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Linda Chamenko, Alex Chamenko

Member via telephone: Erik Dey from 7:45 until 7:51 PM.

Members absent: Erin Schwarz, James Moffat

Others present: Marsha Durley, Library Director; Sue Dowdell, Assistant Librarian

- II. Review of Agenda: The agenda was reviewed. Motion to approve April 10, 2013 agenda: A Chamenko/L Chamenko; all aye.
- III. Approval of Minutes: The March 13, 2013 meeting minutes were reviewed. Motion to accept March 13, 2013 minutes: Dey/A Chamenko; all aye.

Correspondence:

- Resignation letter from Library Trustee Alexandra Chamenko dated April 10, 2013 and effective April 30, 2013. Chairman Ken Priestley thanked her for her service on the Library Board and accepted her letter of resignation with regrets.
- Letter from Library Director Marsha Durley with notification of her retirement effective July 28, 2013

- IV. Public Comment – Sue Dowdell
A group is seeking donations and volunteers for a community garden to be established on the Wolfe Avenue property.
- V. Friends' Report: Ken Priestley
- Met on April 2, meeting minutes were emailed to Library Board of Trustees
 - Scrabble tournament earned \$2,500 for the building fund
 - RiverFest Sat. May 4, FOL will have a booth with final voting on Decorate-a-Duck
- VI. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey, James Moffat, and Ken Priestley

S. Dowdell presented a draft of the long range plan which included programs for job seekers and business people, some taught by staff, marketing using Staples rewards for materials, and an outline of projected costs with a budget of \$11,120 to be covered within the library budget, a Matthies grant and support from the Friends.

L. Chamenko gave kudos to S. Dowdell for work on researching this plan.

Motion to continue the BFPL's application for a \$5,000 Matthies grant for new computers, eBooks, programs, materials and equipment: L Chamenko/A Chamenko; all aye.

VII. Library Director's Report: Marsha Durley

Circulation was up; ILL borrowed & lent up, program attendance is up 20%, card registrations up compared to the same month last year. Volunteer hours were down which was being compared to this time last year when Ted Durley was volunteering.

Financial report – the programming line balance has been committed; materials balance was nearly \$7K but \$1,500 recently spent and the balance will be exhausted by the end of the quarter.

The May 5 Newport bus trip has 37 people signed up, still advertising and will contact other libraries and senior centers to get this information out.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Bibliomation will be moving their offices from the Middlebury Library to a facility on Wooster Street in Waterbury, which will save them money. They will have an open house once they are settled.

Mike Simonds and two other Bibliomation employees will be retiring this year.

Bibliomation reviewed their by-laws, some changes were recommended.

Bibliomation may have a budget deficient this year due to personnel overlap with training.

Clark Memorial Library in Bethany the Prospect Library may join Bibliomation. The new librarian in Prospect has Bibliomation experience.

Enhancements to Evergreen system have been implemented, some are still pending.

The ability to get a text message of hold notifications will be available late this summer.

b. CT State Library Board of Trustee's listserv: Erin Schwarz – N/A

c. CT Conference of Municipalities program – April 11 workshop from 9-12 on "FOIA: What Board, Commission & Committee Members Must Know" held at Savin Rock Conference Center, West Haven

d. Update on donation request from Dawn Stevens – was seeking a \$50 donation for a talent show. Also received a request for donations to the WRHS Post Prom. These are not within the Library Board's mission and were disregarded.

IX. New Business

a. BOOPSIE: Library Mobile Phone App – Sue Dowdell

This item can't be funded in next budget and doesn't fit into the Matthies grant. The library may be able to subscribe at a discounted rate if we wait since CLC is working to negotiate a lower rate for consortium members. Seymour Library has only had it for a few months. The town administration is happy they have it but only some patrons have begun using it.

b. Library Director replacement

The Library Board will be involved in the search and interview process for a new Library Director.

M. Durley shared the job description when she was hired 14 years ago, it was updated when the employees joined the union and the title changed to Library Director.

L. Chamenko asked who was responsible for updating the job description; the Library Board. K. Priestley noted that the Board will use the same general job description, add the technology part and update qualifications to include an MLS and with experience.

ACTION: L. Chamenko will check with other Trustees for dates to hold a special meeting of the Library Board.

ACTION: L. Chamenko will contact First Selectman Smith for an appointment to discuss the upcoming vacancy of Library Director.

X. Executive Session (if needed)

Announcements/Adjournment:

M. Durley was approached by a WRHS senior requesting help for her senior project. The student's idea was to conduct a silent auction of her artwork with donations going back to WRHS, at the library. The student would be responsible for closing the show and collecting the bids. M. Durley expressed her concerns that this would set a precedent. S. Dowdell suggested having her silent auction at the Duck Race on May 4. M. Durley will refer the student to Sue Mis of the Lioness Club.

Chairman K. Priestley noted and appreciated M. Durley's work during her tenure at the library.

The next meeting will be held on Wednesday, May 8, 2013 at 7 p.m.

Motion to adjourn the meeting at 7:51: L Chamenko/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk