



The Beacon Falls Public Library

Library Board of Trustees

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June 12, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:07 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Erik Dey, Erin Schwarz, Jeanmarie Petrino, Elizabeth Reilly-Edwards

Members absent: Linda Chamenko

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

- II. Review of Agenda: The agenda was reviewed. K. Priestley added d. Rotary Grant under New Business Motion to approve amended June 12, 2013 agenda: Schwarz/Dey; all aye.
- III. Approval of Minutes: The May 21, 2013 special meeting minutes were reviewed. A motion to accept the May 21, 2013 minutes cannot be made as there was no quorum of Trustees who attended the May 21 special meeting. Tabled until September.

Correspondence: none

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on June 4, meeting minutes were emailed to Library Board of Trustees
- Book/bake sale netted \$658.70
- The Conservation Commission requested recommendations for books to purchase about environment and conservation and will use funds from their budget.
- Slate of Officers for 2013-14 announced:
President - Paula Pelletier
Vice President - Rhonda Bielik
Secretary – Martha Melville
Treasurer - Isabelle Culotta
- Family Fun Night/Fireworks – Saturday July 6, 2013 – Friends will offer baked goods
- 2014 Book Lovers Calendars will be ordered and sold again this year.

VI. Long Range Plan subcommittee: update – Tabled pending Library Director selection

S. Dowdell noted that the Connecticut State Library is one of several state libraries which are piloting the Edge Initiative. Several libraries throughout the state are part of the group which will be assessing their libraries using the Edge Tool Kit which have benchmarks to help libraries make plans for improvements.

S. Dowdell noted that at the 6/11/13 Board of Finance meeting, the \$11,000 for preliminary library drawings was still in the budget. She added that the BOF made some changes to the proposed budget including decreasing wages for the building inspector and budgeting for the senior tax relief in accordance with the actual current language of the town ordinance, which if it changes, the town will have to figure out where tax dollars will come from to cover this credit.

The current budget's contingency fund has \$95,000 remaining so the Board of Finance requested the Board of Selectmen go to a town meeting for approval to use \$66,000 for the fire house roof replacement.

The fire truck will be a separate vote for a bond issue.

Given all these adjustments and unexpected additional state grant money, the municipal budget will result in a slight decrease in the mill rate.

VII. Library Director's Report: Marsha Durley

Most categories of circulation will be up for the year except a drop in computer usage, probably due to our faster computers, so less time was spent on them.

Total circulation will likely surpass 31,000 for the fiscal year.

On track to spend the rest of budget, with about \$100 remaining in the materials line.

The major BFPL materials lost through C-Car during

BFPL & other libraries had losses around the time of Hurricane Sandy; there was a substitute driver for the load that was missing, both the state and the carrier claimed no financial responsibility.

S. Dowdell diligently tracked down and identified the items lost and the cost to replace these items via online vendors was \$682. This bill was submitted to the carrier and was reimbursed through an insurance claim, which was forwarded to the BFPL.

M. Durley asked the Library Board if she could use the \$682 reimbursement for an OverDrive purchase of eBooks specifically for earlier chapter books and some adult titles.

Motion to give Marsha Durley permission to make an OverDrive purchase using the insurance reimbursement of \$682: Schwarz/Reilly-Edwards; all aye.

M. Durley will also make a DVD purchase using the video late fees before she retires.

K. Priestley suggested the Library Board purchase new chairs for the library staff.

Motion to purchase 3 new office chairs at the cost of up to \$600 using Library Board funds: Petrino/Reilly-Edwards; all aye.

S. Dowdell will research desk chairs.

The Library Board treasurer will provide a check for up to \$1,500 for the August bus trip.

The library newsletter will be published at the end of September and the Library Board will be billed \$350 in early October.

M. Durley noted that reminder email notices when DVDs are due are sent out.

The CT Library Consortium no longer provides credit cards services. As a result, Program Librarian Shari Garcia is purchasing supplies using her personal credit card and the town is not reimbursing her for the sales tax.

First Selectman G. Smith was going to look into a credit card for town use; K. Priestley will follow up.

S. Dowdell will check with June as the union representative to ask if there are any concerns with this situation that S. Garcia is paying sales tax out of her pocket

M. Durley suggested that S. Garcia be reimbursed for any sales tax she pays from library petty cash.

VIII. Old Business

a. Bibliomation update: Marsha Durley NTR

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

E. Schwarz noted that her time on the Library Board is limited and is looking for another trustee to take over monitoring this listserv. She explained what was involved in scanning these emails.

c. Library Director replacement - update

June 12, 2013 was the deadline for applications. K. Priestley noted that he doesn't know what the process will be for interviews and selection as it is an administrative position reporting to the First Selectman and Library Board. He will check with First Selectman G. Smith on how to proceed. M. Durley commented that all applications were sent to G. Smith and he will forward them all to the Library Board.

M. Durley noted that the vacancy announcement was posted to CLC; candidates could email to request an application. She noted that no salary range was listed and after clarifying with union, it was advertised at the current salary rate.

K. Priestley noted this position does not have a separate office which may discourage some applicants.

IX. New Business

a. Meeting with BFPL staff in executive session

K. Priestley drafted a letter explaining the purpose of an evaluation and that the Library Board has no need to do a formal evaluation for M. Durley since she is retiring.

Meeting with BFPL staff in executive session is scheduled for Wednesday June 26 at 2:30. K. Priestley will inform L. Chamenko of the date and time.

M. Durley noted that Liz Setaro is off that day, but will be invited to meet with the board.

b. CCF Grant for programs

Shari Garcia secured a CCF grant of \$1,000 for programming of interest to seniors such as painting, a Christmas music concert scheduled for December 14 at 1 PM (location TBD) and a cooking program in January or February. These program ideas came from a survey of library patrons. She can apply for another \$1000 for additional programs when she has more programs planned.

S. Dowdell reported that she met with John Long from CCF about the new library project. The Friends can apply for grant for the feasibility study and a fundraising consultant. The Friends could receive a maximum of \$10,000 to go towards this consultant. CCF would pay 75% of the fee.

S. Dowdell also noted that the CT state legislature passed budget and there is \$5 million is available for non-distressed communities, for which Beacon Falls is eligible. These are building grants which haven't been available the past few years. She explained that there would be a good chance for the BFPL to get a grant; an application can be submitted in September to get up to \$1 million for eligible costs.

c. Book purchase in recognition of service

K. Priestley requested that M. Durley select a book to purchase to add to the collection in recognition of her service.

d. Rotary Grant – Sue Dowdell

Joe Dowdell, as the new Beacon Falls Rotary Club president, wants the club to apply for a literacy grant from their district which would match funds from the local club for a total of \$1,200 (\$600 from the Beacon Falls club and \$600 from the district club), at no cost to the library.

BFPL staff suggested purchasing tablets and e-readers for children's use in the library to include an older Kindle, a newer Kindle, an older Nook and a newer Nook, with chargers. Two of the total of 6 devices would be Nabi tablets, specifically for

children with parental controls on them. This would also allow patrons to try them out before making a personal purchase. These devices will not circulate, for use in library only. BFPL will host a program to help parents choose the best apps and eBooks for their children.

M. Durley asked if this grant would cover eBooks or just equipment.

S. Dowdell said she will check with J. Dowdell to see if that could be included in the grant; the deadline is July 1.

E. Schwarz commented that tablets have been good for children with Autism.

X. Executive Session (if needed)

Announcements/Adjournment:

The next regular monthly meeting will be held on Wednesday, September 11, 2013 at 7 p.m.

Motion to adjourn the meeting at 8:27: Dey/Schwarz; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk