



The Beacon Falls Public Library

Library Board of Trustees

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September 11, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:18 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Linda Chamenko, Erik Dey, Erin Schwarz (arrived at 7:18)

Members absent: Jeanmarie Petrino, Elizabeth Reilly-Edwards

Others present: Marsha Durley, Library Director

The Board observed a moment of silence in honor of the 9/11 tragedy.

- II. Review of Agenda: The agenda was reviewed. K. Priestley added under III. Approval of Minutes: May 21, 2013 special meeting minutes. Motion to approve amended September 11, 2013 agenda: Dey/Chamenko; all aye.

- III. Approval of Minutes:

A motion to accept the May 21, 2013 special meeting minutes could not be made as there was no quorum of Trustees who attended the May 21 special meeting at tonight's meeting. Tabled until October.

A motion to accept the June 12, 2013 monthly meeting minutes could not be made as there was no quorum of Trustees who attended the June 12 meeting at tonight's meeting. Tabled until October.

A motion to accept the June 26, 2013 special meeting minutes could not be made as there was no quorum of Trustees who attended the June 26 special meeting at tonight's meeting. Tabled until October.

A motion to accept the July 22, 2013 special meeting minutes could not be made as there was no quorum of Trustees who attended the July 22 special meeting at tonight's meeting. Tabled until October.

Correspondence:

- thank you note from M. Durley for flowers
- Town Clerk memo dated 9/4/13 reminding about the FOI laws and timely postings of minutes and agendas.
- thank you letter dated 7/12/13 from a Library Director applicant

IV. Public Comment – none

V. Friends' Report: Ken Priestley

- Met on September 3, meeting minutes were emailed to Library Board of Trustees
- Facebook policy – topic was tabled
E. Schwarz commented that she administers a Facebook page for Park & Rec to post events and programs in lieu of a robust web site; the library has a web site so wouldn't have the same need for a Facebook page.
- Slate of Officers for 2013-14 announced:
President - Paula Pelletier
Vice President - Rhonda Bielik
Secretary – Martha Melville
Treasurer - Isabelle Culotta
- 2014 Book lovers calendar will be for sale again
- Jessica DeGennaro will take over membership chair
- Saturday November 16 will be the book sale/shopping fair/cupcake contest
- Researching the purchase of a library sign to erect on the corner of the town hall property

VI. Long Range Plan subcommittee: update/survey

K. Priestley stressed the need to get this subcommittee going again. Two of the original members have dropped out leaving K. Priestley and E. Dey on this subcommittee.

K. Priestley suggested inserting a hard copy survey about library services in the Citizen's News to collect feedback from the public on what they want from their library.

E. Dey suggested offering an incentive such as a drawing for a gift card for those who complete the survey.

L. Chamenko suggested tabling this topic until November after the elections as there will be two new Trustees on the Library Board and the administration may change.

E. Dey emphasized the need to get direction, which would be determined after the November elections.

K. Priestley commented that this subcommittee may need to step back from the original idea of building a new library.

E. Schwarz asked if anyone on BFPL is involved in the subcommittee. It was noted that no one from the library staff was currently part of this subcommittee.

time.

K. Priestley reviewed the service goals in the draft 2013-2018 plan:

- Evaluate the library's physical and digital library resources in relation to our community's needs
- Increase usage of existing library services through an effective marketing plan
- Expand early literacy materials and services for children and their parents
- Expand additional training opportunities to increase patrons' digital literacy
- Explore and implement additional services for job-seekers and small business owners
- Continue to develop our role as a community center, with an ultimate goal of a larger self-standing building

E. Schwarz pointed out that subcommittee members do not need to be members of the Library Board; but to reach out into the community for people to get involved.

VII. Library Director's Report: Marsha Durley

June was the end of FY 2012-2013; circulation was up 6% for the year.

ILL was way up for the year.

Registrations were static.

Program attendance was up 26% due to having more programs.

June financial report – telephone line was separate for the fax line which was still an AT&T service and paid separately.

July was the start of FY 2013-2014, circulation was up 7% over the same month last year despite the fact that there was no formal reading list from the elementary or middle schools.

Programming was way up, double over a year ago, credited to the energy Program Librarian Shari Garcia puts into the programs.

Library services of web site visits, computer time and computer users were down.

There were no budget concerns at this time.

Program Librarian Shari Garcia was reimbursed out of library petty cash for the sales tax she paid for materials purchased on her own for library program use.

Eric Hansen, an employee of CT State Library who also performs, was scheduled to put on a Christmas musical program at the Beacon Falls Senior Center.

August circulation was down, ILL was also down probably due to vacations; program attendance continued to be higher than the same time last year.

The new Evance online tracking used for the summer reading program had 192 students signed up and over 1,000 books were logged on that system.

VIII. Old Business

a. Bibliomation update: Marsha Durley

M. Durley reported there were Bibliomation meetings in July & August. Bibliomation was having problems finding a replacement for Mike Symonds who will be retiring.

They continue their search.

The Ethel Walker School Library has joined Bibliomation. The Clark Memorial Library in Bethany did not join Bibliomation but opted to join another consortium.

A new automated calling system was instituted to alert libraries when the system goes down as the telephone tree system was not working out.

Outreach – Bibliomation staff will be visiting the libraries to answer questions and get new ideas.

Steve Cauffman from the Connecticut State Library has begun a push to alert the public to the C-Car service and has asked that libraries put an insert in materials borrowed by C-Car to raise awareness of the program as in the past it was in danger of budget cuts.

Evergreen was updated on September 7 & 8, 2013 with some upgrades. There will be a meeting in Middletown on Friday 9/13/13 to explain more about these enhancements.

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

The Annual Trustee Leadership conference will be held on Friday 10/25/13 at the University of Hartford Gray Conference Center in West Hartford.

K. Priestley was interested in attending and will ask J. Petrino if she would like to go.

c. Credit/Debit Card for Library Use

K. Priestley talked to First Selectman G. Smith on 9/11/13 about getting a credit/debit card for library use; Mr. Smith was going to talk to Town Treasurer Mike Krenesky.

Program Librarian S. Garcia asked the Library Board if she could use the PayPal option when making materials purchases online.

Discussion:

L. Chamenko commented that it would be mixing monies: Library Board funds versus town budgeted funds, so this option was not feasible.

The Library Board's consensus was to wait until the library can get a credit card for S. Garcia to use.

Topic tabled until the October meeting.

IX. New Business

a. Passing on duties: Topic tabled until October meeting

Linda Chamenko (Treasurer/Secretary)

Erin Schwarz (listserv monitor)

b. Matthies Grant: Pursuing Your Future

The library purchased 4 new laptops (two using Windows 7 and two using Windows 8) with the Matthies grant money. They were delivered and need to be loaded and have Deep Freeze programs installed before they can be used by patrons

Assistant Librarian S. Dowdell finalized the Pursuing Your Future brochure and scheduled classes as part of this initiative which will include three “Book a Librarian” sessions per week for one-on-one instruction on e-readers, internet, Facebook, cloud computer, JobNow, catalog, LinkedIn, excel and more. Patrons will be limited to 2 classes per quarter.

E. Dey suggested people could also view YouTube videos for instruction on some of these classes.

UniversalClass.com online learning system will be offered free of charge by using your library card and accessible from your home. The Matthies grant paid for one year of this service.

M. Durley noted that the initial public reception for this program seemed positive.

X. Executive Session (if needed)

Announcements/Adjournment:

The next regular monthly meeting will be held on Wednesday, October 9, 2013 at 7 p.m.

Motion to adjourn the meeting at 8:37: **Chamenko/Dey**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk