



The Beacon Falls Public Library

Library Board of Trustees

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October 9, 2013 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:01 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Linda Chamenko, Jeanmarie Petrino, Erik Dey, Erin Schwarz, Elizabeth Reilly-Edwards

Others present: Susan Dowdell, Library Director; Joe Dowdell, Beacon Falls Rotary Club President

- II. Review of Agenda: The agenda was reviewed. Motion to approve the October 9, 2013 agenda: Schwarz/Chamenko; all aye.

- III. Approval of Minutes: May 21, June 12 & 26, July 22, September 11

The May 21, 2013 meeting minutes were reviewed. Motion to accept May 21, 2013 minutes: Schwarz/Priestley; all aye. *E. Dey and E. Reilly-Edwards abstained as they were not at the May 21, 2013 meeting.*

The June 12, 2013 meeting minutes were reviewed. Motion to accept June 12, 2013 minutes: Schwarz/Dey; all aye. *L. Chamenko abstained as she was not at the June 12, 2013 meeting.*

The June 26, 2013 meeting minutes were reviewed. Motion to accept June 26, 2013 minutes: Chamenko/Petrino; all aye. *E. Schwarz and E. Reilly-Edwards abstained as they were not at the June 26, 2013 meeting.*

The July 22, 2013 meeting minutes were reviewed. Motion to accept July 22, 2013 minutes: Reilly-Edwards/Priestley; all aye. *E. Schwarz and E. Dey abstained as they were not at the July 22, 2013 meeting.*

The September 11, 2013 meeting minutes were reviewed. Motion to accept September 11, 2013 minutes: Schwarz/Dey; all aye. *J. Petrino and E. Reilly-Edwards abstained as they were not at the September 11, 2013 meeting.*

Correspondence:

- Invitation from the Conservation Commission to the opening of Lantern Ridge open space on October 19 at 11 AM for ribbon cutting and refreshments.

IV. Public Comment –

J. Dowdell explained the two main missions of Rotary International: the eradication of polio (now found in only 3 countries) and literacy. Rotary International encourages clubs to participate in their community through book donations to schools and libraries.

The Beacon Falls Rotary Club has been working with the Library Director to apply for a Rotary International grant to purchase tablets, nooks, no cost to the library. \$1,500 worth of equipment would be donated to the library including \$400 in eBooks, 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 would not circulate, and be for use in the library only. The Beacon Falls Rotary Club anticipates receiving the grant money by the end of January 2014.

Motion to authorize the Beacon Falls Rotary Club to proceed with a grant application for ereaders on behalf of the Beacon Falls Public Library: **Chamenko/Dey**; no discussion; all aye.

J. Dowdell also shared the Beacon Falls Rotary Club will sponsor a Haunted Hayride fundraiser on October 26 & 27. All their fundraising monies stay in Beacon Falls.

V. Friends' Report: Ken Priestley

- Met on October 1, meeting minutes were emailed to Library Board of Trustees
- Approved the purchase of a new pass to the Stamford Museum & Nature Center
- The Board of Selectmen approved the idea of library sign in front of the building. The Friends must now contact Planning & Zoning for specifications.
- The Friends are also looking into an event sign to go on town hall property.
- The Scrabble Challenge is set for Thursday, March 27, 2013. First place winners will be award canvas bags embroidered with the Friends' logo and "Scrabble Challenge"
- Saturday November 16 will be the book sale/shopping fair/cupcake contest
- Election of Officers for 2013-14 took place: President - Paula Pelletier; Vice President - Rhonda Bielik; Secretary – Martha Melville; Treasurer - Isabelle Culotta
- S. Dowdell will donate a decorated tree to United Way Festival of Trees event for the library and Friends.

VI. Long Range Plan subcommittee: update/survey

S. Dowdell noted that the job description of the Library Director included ability to develop short and long term development, plans and objections. As the Library Director, S. Dowdell will be on this subcommittee.

K. Priestley suggested waiting until after elections and possibly include the newly elected trustees to this subcommittee; however members don't have to be on the Library Board to participate.

K. Priestley and E. Dey will remain on this subcommittee. E. Reilly-Edwards agreed to be on the subcommittee.

The next meeting for the Long Range Plan subcommittee will be on Monday October 21 at 5:30 in the library.

VII. Library Director's Report: Susan Dowdell

S. Dowdell was officially appointed the new Library Director on October 8. The Assistant Librarian position will be posted for 10 days.

21% of circulation is through ILL which takes a lot of staff time. Liz Setaro has taken over this responsibility.

Program attendance was up 30-35% but did not necessarily impact circulation.

Once the BFPL returns to full-staff, their goal is to address ways to increase circulation which is down by 1.6%.

BFPL staff began to address long overdue items by contacting patrons via email or phone calls. A letter will be sent if no response was received. Volunteers were also checking library shelves looking for the missing materials.

E. Dey asked if the overdue items are an issue. S. Dowdell said this was a problem with high demand/new items; older materials can be borrowed from other libraries. Patrons have commented they appreciate the courtesy notices of when items are due.

E. Dey suggested having an amnesty time to turn in overdue materials without penalty.

BFPL staff were considering limiting the late fee to \$5.00 per DVD.

Ordering of materials resumed last week; spending on materials will increase next month.

While short staffed, the Friends have volunteered to help alleviate alone time. Two staff members were almost always on when the rest of town hall was closed.

S. Dowdell weeded the children's biography section and will look on replacing some titles.

The Library Director and Program Librarian Shari Garcia will meet with the Region 16 Curriculum Director, then weeding can be done in the non-fiction section. S. Dowdell and S. Garcia will view Common Core Curriculum webinars.

S. Garcia attends TEAM meeting twice a month. She visits the Laurel Ledge kindergarteners once a month and the kindergarteners visit the library once a month.

WRHS will have the One Region, One Book program again. S. Dowdell noted there was grant money available for that program.

S. Dowdell reached out to Ben Cantazaro, President of the Beacon Falls Historical Society, about possible speakers for programs. The Connecticut Community Fund has grants available for those programs.

S. Garcia ran two programs using CCF grant money for senior programming. Scheduling was challenging and she will not reapply for the second half for this grant.

The Salem bus trip on October 13 is not full. Staff decided not to sponsor a bus trip in the Spring of 2014.

S. Dowdell contacted Doug Lord, who administers CT State grants, offered to conduct a workshop in Beacon Falls on early childhood reading and requested librarians from the surrounding towns be invited.

VIII. Old Business

a. Bibliomation update: Susan Dowdell

Received the budget operating assessment, Bibliomation fees will go up \$58.37/year

Currently library card registration is for 4 years. The Bibliomation standard is 3 years. BFPL is out of sync with the other libraries. S. Dowdell suggested changing library card registration to 3 years.

Motion to change library card registration from 4 years to 3 years to be in line with other Bibliomation libraries to begin on November 1, 2013: Chamenko/Reilly-Edwards; no discussion; all aye.

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

Annual Trustee Leadership conference will be held on Friday 10/25/13: no one from the Library Board will attend.

c. Credit/Debit Card for Library Use

S. Dowdell will check with Town Treasurer Mike Krenesky on the status of a credit/debit card for library use to purchase supplies for programs.

K. Priestley reminded S. Dowdell to purchase 3 new office chairs for staff.

d. Passing on duties

Linda Chamenko (Treasurer/Secretary) – E. Reilly-Edwards agreed to take over the Library Board Treasurer's position.

J. Petrino agreed to take over the Library Board secretarial duties and do correspondence as needed.

Motion to appoint Elizabeth Reilly-Edwards as Treasurer pro tem; Schwarz/Dey; no discussion; all aye.

Motion to appoint Jeanmarie Petrino as Secretary pro tem: Dey/Chamenko; no discussion; all aye.

Erin Schwarz (listserv monitor) – need someone to be the contact person for Library Board. E. Dey volunteered to take over monitoring the listserv.

e. Matthies Grant: Pursuing Your Future - update

4 new laptops are in. They need to have Microsoft Office and Deep Freeze for Win 8 installed.

Brochures were sent out to the small businesses on the assessor's list and they are available at the library, online and by the door on the lowest level of the town hall.

The first Jobseekers seminar was well-received by the 6 attendees. News releases were published in the Waterbury and New Haven newspapers as well as Citizen's News. The second seminar will deal with mock interviews and is scheduled for the end of October.

Universal Classes were getting good feedback from patrons. The introduction to Universal Classes held on October 5 had 5 attendees. So far 17 patrons have signed up for classes.

E. Schwarz asked who the target audience is. S. Dowdell responded Universal Classes are small business owners and entrepreneurs who can save money on classes.

Book-a-Librarian offerings had to be cut back due to being short staffed. One class was held so far.

IX. New Business

a. November meeting attendance – reminder for outgoing Trustees L. Chamenko and E. Schwarz that despite their terms ending, the newly elected Trustees wouldn't be sworn in before the November 13 meeting, so their presence was requested.

b. Book purchases for outgoing Trustees & Library Director

L. Chamenko requested a book on stained glass be purchased for the library in her name.

E. Schwarz requested a children's book be purchased for the library in her name.

K. Priestley will contact former Library Director Marsha Durley for a book purchase suggestion on her behalf.

c. 2014 Meeting Schedule

The Library Board of Trustees 2014 meeting schedule was presented.

Motion to accept the Library Board of Trustees 2014 meeting schedule as presented: **Petrino/Reilly-Edwards**; *no discussion*; all aye. The Library Board clerk will file it with the Beacon Falls Town Clerk.

d. Library Director Replacement

Susan Dowdell was appointed Library Director on October 8, 2013.

The Assistant Director position will be posted and the part-time position may need to be advertised.

X. Executive Session (if needed)

Announcements/Adjournment:

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

Motion to adjourn the meeting at 8:32: **Dey/Chamenko**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk