



# The Beacon Falls Public Library

## Library Board of Trustees

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### November 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 7:05 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Jeanmarie Petrino, Erik Dey, Elizabeth Reilly-Edwards

Trustees absent: Erin Schwarz, Linda Chamenko

Others present: Susan Dowdell, Library Director

- II. Review of Agenda: The agenda was reviewed. K. Priestley added c. New email address under New Business. S. Dowdell added d. Bulletin Board policy under New Business. Motion to approve the amended November 13, 2013 agenda: Dey/Petrino; all aye.

- III. Approval of Minutes: October 9 & 29

The October 9, 2013 meeting minutes were reviewed. Motion to accept October 9, 2013 minutes: Reilly-Edwards/Dey; all aye.

The October 29, 2013 meeting minutes were reviewed. Motion to accept October 29, 2013 minutes: Dey/Petrino; all aye.

#### Correspondence:

- Received a Board of Selectmen memo dated 1 November 2013 regarding hiring Elizabeth Setaro as the new Assistant Librarian, effective 4 November 2013
- Received a Board of Selectmen memo dated 9 October 2013 regarding hiring Susan Dowdell as the new Library Director effective immediately

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on November 5; meeting minutes were emailed to Library Board of Trustees
- Approved the purchase of a new pass for New Britain Museum of American Art
- The Friends approved the purchase and installation of an outdoor library sign; wooden on a metal pole, colonial style, approved by the Board of Selectmen and the town zoning officer.

- Fundraising event Saturday, November 16 at St. Michael's: book sale/shopping fair/cupcake contest
- Purchased a flat cart for Friends' & library use

VI. Long Range Plan subcommittee: update/survey

S. Dowdell noted that she contacted the architect about the Wolfe Ave house about his availability.

Long Range Plan on hold until the two new Trustees are on board.

VII. Library Director's Report: Susan Dowdell

S. Dowdell requested the Library Board pay the DVD portion of the library's Amazon bill from fees collected. This purchase included DVDs from popular TV series.

Motion to pay the DVD portion of the Amazon bill from the Library Board funds from fees collected in the amount of \$487.90: Dey/Petrino; all aye

- Received the books requested from outgoing Trustees Linda Chamenko and Erin Schwarz and past Library Director Marsha Durley in recognition of their service to the library. S. Dowdell will put book plates inside the books noting that.
  - Weeding the adult fiction to make more room on the shelves to encourage browsing.
  - Noted help from volunteers: Doug Burke, Ursula Paradis, Isabelle Culotta, Mary MacEachern and Alice Bertola and requested that J. Petrino write them thank you notes.
  - Staff agreed not to renew American's News data base as it was not being used, ditto for the A-Z database; these may be replaced with WowBrary! Service through Bibliomation.
  - The library's upcoming calendar is completely booked with programs.
  - Xerox copier lease discussion: expires in December; pros and cons evaluated with switching machines; decision was to keep current machine and lease month-to-month until the lease on the other town hall copiers expires in May 2014.
- K. Priestley suggested getting quotes from other vendors.

a. Annual State Report

- Noted that income and expenses were higher than the previous year due to including the library portion of custodial services and other maintenance items as well as the income for bus trips.
- Noted that library visits are estimated and conducted in October; staff will repeat in May and average the numbers. Patrons using library resources online and not making a physical visit to the library were not included as library visits in this report.

## VIII. Old Business

- a. Bibliomation update: Susan Dowdell  
Still looking for executive director  
Text messages now available for hold notifications  
Received 3 different customizable templates for downloading to eReaders for patrons, E. Setaro is editing.  
Bibliomation offers an acquisition module of Evergreen to get a better handle on holds that people place on items before they are available which will reduce paperwork in the library and ensure duplicates are not ordered.
- b. CT State Library Board of Trustee's listserv: Erik Dey – NTR  
  
E. Dey will get info from E. Schwarz.
- c. Credit/Debit Card for Library Use  
  
S. Dowdell checked with Town Treasurer Mike Krenesky on the status of a credit/debit card for library use to purchase supplies for programs. He said it would take 2-3 weeks; he's working with the bank to get one.
- d. Matthies Grant: Pursuing Your Future - update  
  
S. Dowdell requested the payment for the December 3 Organized Entrepreneur program be paid from the Library Board's commitment to the Pursuing Your Future initiative.  
  
Motion to pay for the December 3 Organized Entrepreneur Workshop in the amount of \$250.00 from Library Board funds: **Reilly-Edwards/Dey**; all aye.

## IX. New Business

- a. Assistant Librarian Replacement – E. Setaro had taken over all duties  
  
The top 3 applicants for the part-time position will be interviewed Tuesday morning November 19 by all 3 library staff and will make a recommendation to the Board of Selectmen that the person be hired by November 25 before a full-time staff member goes on medical leave allowing a 2 week training period. The vacancy closes on November 14.
- b. Start of budget process  
  
S. Dowdell requested 2 Library Board members work on a budget subcommittee with her. E. Reilly-Edwards volunteered. The budget will be due by end of January 2014.

c. New email address

K. Priestley announced that he created a new email account for the library board chair: [librarychair@hotmail.com](mailto:librarychair@hotmail.com) with the idea that it will be easier to pass on records to the next chairman and give easier access for potential FOI requests.

d. Bulletin Board policy

S. Dowdell noted that she and a volunteer cleaned off the bulletin board outside the library door and she would like it to be only for library-related postings.

S. Dowdell will draft a policy to present to the board for consideration at the December 11 meeting.

X. Executive Session (if needed)

Announcements/Adjournment:

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

Motion to adjourn the meeting at 8:18: **Dey/Reilly-Edwards**; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk