



The Beacon Falls Public Library

Library Board of Trustees

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December 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 7:02 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Jeanmarie Petrino, Erik Dey, Patricia Caldwell, Jessica DeGennaro

Trustees absent: Elizabeth Reilly-Edwards

Others present: Susan Dowdell, Library Director

- II. Review of Agenda: The agenda was reviewed. Motion to approve the December 11, 2013 agenda: Petrino/DeGennaro; all aye.

- III. Approval of Minutes: November 13, 2013

The November 13, 2013 meeting minutes were reviewed. Tabled as there was no quorum of Trustees who attended the November meeting at the December meeting to approve these minutes.

Correspondence:

- Received a hiring notice from First Selectman's Office for Carine Greene to fill the part-time library assistant position.
- Notice from the CT Library consortium about a bus trip to NYC on Tuesday 12/17 to attend I Love My Librarian awards ceremony.
- Email from the CT Library Association about a passport activity in relationship to yearly library registration. Patrons would visit various libraries and get their "passport" stamped and then be entered into a drawing. The purpose is to increase awareness that patrons can use other libraries; a list of participating libraries will be available.
- Better world books: will take used, leftover books from book sales; info online
- State library stats from Tom Newman

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on December 3; meeting minutes were emailed to Library Board of Trustees

- Book sale/shopping fair/cupcake contest netted \$1,878.75
- Outside library sign approved and ordered, to be installed soon
- Renting Santa suit at the request of the Program Librarian

VI. Long Range Plan subcommittee: update/survey

K. Priestley explained that this can move forward now that the Library Board is complete. He noted that if anyone outside the Library Board may be on the subcommittee; it is open to the public. K. Priestley will attend meetings, but not be a member of the subcommittee.

At January a meeting date will be set for the first subcommittee meeting. This group will meet once a month.

S. Dowdell provided an overview of the history of past building committee work for the two new Library Board members.

Impact survey: S. Dowdell attended a webinar about this online tool which can help with a community needs assessment in Long Range Planning.

VII. Library Director's Report: Susan Dowdell

a. Reports

- Circulation of fiction/nonfiction, videos and eBooks for adults remain 2 ½ -5 ½ % higher when compared to last year.
- We continue to find our juvenile circulation lower than last year, continued drop overall down 7.26% last month only down 3.76%
- 20% of our overall circulation continues to be due to Inter-library Loan.
- In-house computer usage is down but website visits are up 25%
- Program attendance continues to be up over 26% compared to last year.
- The two best attended November programs were the visit from author VL Burgess and the Thanksgiving craft program.
- After the first of year, she will begin having monthly staff meetings so staff can determine the best course of action to make more residents aware of all the library has to offer.
- Amnesty program is in effect starting now. Carine is calling those who have outstanding overdue DVDs and discussing the program which waives fines for patrons. S. Dowdell will submit a letter to the editor of Citizen's News about this program.

b. Copier Status

Library copier will be out of lease next month, reluctant to renew lease, will wait until the other leased copiers in the town hall expire; and see about going in with a package deal.

- c. Wowbrary – will be ordering after the first of the year, cost is \$500; will provide weekly notices to patrons of what's new in the library.

d. Print management software – ordered Libdata. \$30 per license for whole year; installation to be in early 2014. Patrons will need their library card number, can offer guest access. We will be able to designate groups of patrons, those who will need to pay first before jobs are released to printer, etc.

e. Professional development update

Program Librarian Shari Garcia attended the Every Child Ready to Read (ECRR) grant workshop on Nov. 8; Doug Lord and Susan Cormier from the state library came to Beacon Falls to present on the subject which targets preschooler readers. One of the conditions necessary to obtain the grant is to establish a partnership or partnerships with organizations in the community. The presenters suggested reaching out to older Girl Scout troops in town and the Child Development classes at Woodland Regional High School (WRHS). S. Dowdell contacted the principal of WRHS about the Child Development classes and he is receptive to collaborating.

Another requirement for the grant is to offer 4-6 workshops explaining the ECCR philosophy over the course of one year beginning in June/July 2014. These workshops can be held for parents during the already established preschool story time hour. They will also include presentations for the high school girl scouts and WRHS students taking Child Development.

If the library is awarded the grant, a portion of the funds could be used to purchase story time kits for parents and care givers to borrow from the library. Patrons will be able to check out kits with books, puppets, and learning games. The grant is due in March of 2014.

S. Garcia attended a workshop on Conversational Reading in New Haven on Nov. 14. All participants received a copy of “Reading Together” and will receive a \$500 stipend to implement a Conversational Reading program. Essentially, Conversational Reading is “making comments and asking questions-it is talking with children about the stories they read.” Two programs will be implemented with the stipend from the workshop. The first program will be targeted at preschool through second grade students and their caregivers. We will take a “Story Walk” or combine physical activity with literacy. Along the walk, we will discuss the picture book with questions from “Reading Together”. With the stipend money, we will purchase 2 copies of a picture book to laminate for the walk, and a few copies of “Reading Together” and a few copies of another picture book that is suggested to use in “Reading Together”. The first few participants to register will receive the free books.

The other program will be targeted at children in grades two through four. We will host a book club for children to attend with one of their care givers. In the book club we will discuss one of the books suggested in “Reading Together”. The first few participants to sign up will receive a copy of “Reading Together” and a copy of one of the books suggested in “Reading Together”. The programs will be scheduled during the spring months.

S. Dowdell attended a group webinar in Middletown on the Elusive Library Non-user. It was suggested identifying library non-users and interview them to find out why they

don't use the library.

VIII. Old Business

a. Bibliomation update: Susan Dowdell

- If patrons have any outstanding or unresolved lost item on their account, they will be blocked from borrowing materials from any library in the Bibliomation system
- Lost items will now be hidden in the patron catalog, but they will still appear in the staff client
- The new print management software transitions have put site visits from Bibliomation staff on hold until after 1st of year.
- SMS- patrons now get texts when their holds are available.
- Texting to phone: patrons can text call number and other information to their phones from the Evergreen OPAC

b. CT State Library Board of Trustee's listserv: Erik Dey –

Registered an account, haven't received anything of note. He will forward any items of interest.

c. Credit/Debit Card for Library Use

S. Dowdell contacted Town Treasurer M. Krenesky who is continuing to work with several banks to get the best rates for the town and packaging the credit card as part of choosing which bank to use.

d. Matthies Grant: Pursuing Your Future – update

Not many book-a-librarian sessions were held due to staff training and absences.

Recently held programs on excel basics and organizing the entrepreneur program.

Motion to authorize Sue Dowdell to request the Friends of Beacon Falls Library buy up to \$200 in targeted advertisements on their Facebook page for Pursuing Your Future Program to be reimbursed from the Matthies Grant: **Dey/Caldwell**; all aye.

e. 2014-2015 Budget – presented to the Library Board

Discussion:

Suggestion to increase programming line 10-69 1805 by \$85.00 to \$3,705.00

Motion to approve the proposed 2014-2015 Beacon Falls Public Library budget as presented: **Caldwell/DeGennaro**; all aye.

f. Bulletin Board policy – tabled

S. Dowdell provided a handbook for policies to the Library Board Chairman.

IX. New Business

a. Part-time Librarian Assistant Replacement – Carine Greene was hired

X. Executive Session (if needed)

Announcements/Adjournment:

The Library Board will purchase a book for outgoing Library Board Trustee Jeanmarie Petrino; she will let S. Dowdell know what book she would like.

The next regular monthly meeting will be held on Wednesday, January 8, 2014 at 7 p.m.

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

Respectfully Submitted,

Martha Melville
Library Board Clerk