



# The Beacon Falls Public Library

## Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 -1441 ▪ fax: (203) 729 - 4927

[beaconfallslibrary@yahoo.com](mailto:beaconfallslibrary@yahoo.com)

[www.mybflib.org](http://www.mybflib.org)

### February 8, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman pro tem Ken Priestley called the meeting to order at 7:04 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Erin Schwarz, Linda Chamenko, Erik Dey, James Moffat (arrived at 7:12)

Member absent: Alex Chamenko

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Ken Priestley added under X. New Business a. Executive Session. Motion to approve amended agenda: **Schwarz/L Chamenko**. Discussion about appropriateness of adding an Executive Session occurred and it was decided to remove the Executive Session. Motion to remove executive session from amended agenda; **Dey/L Chamenko**; all approved.
- III. Approval of Minutes: The January 11, 2012 meeting minutes were reviewed. Motion to accept January 11, 2012 minutes: **Dey/L Chamenko**; all others approved. Erin Schwarz abstained as she was not at the January 11, 2012 meeting.

Correspondence: none

- IV. Public Comment: Sue Dowdell  
Sue Dowdell expressed thanks to the Library Board for allowing the Friends to post a sponsor page on lib web site. So far the Friends have received \$500 in sponsor donations for the March 22 Scrabble Challenge.  
Sue Dowdell emphasized the point that there are clear reasons for holding an Executive Session per CT statues in accordance with FOIA and that it should be posted on the agenda prior to their meeting.
- V. Friends' Report: Ken Priestley
- Met on February 7, meeting minutes will be emailed to Library Board of Trustees when complete

- The Friends are researching getting insurance.
- According to state statutes, non-profit groups are limited to having 5 fundraisers per year before sales and use taxes need to be collected. Wanda Mulinski will look into this for further clarification.
- The Treasurer presented the end of 2011 year report. The Friends have a total of \$10,064.98 in various accounts plus an investment account with the CCF.
- Upcoming fundraisers: Flower Power and Pampered Chef
- Scrabble Challenge on March 22, plans are moving along.
- The CTFOL asked the FoBFL to make a presentation about Library Communications for a small town at the CTFOL Boot Camp program on Saturday April 21 at the University of Hartford.
- Noted upcoming dates: Book sales: June 1 & 2; October 19 & 20; and at the Dowdell's: summer picnic on June 16 and holiday party on December 1.
- Library sponsored Adult Game Night on Thursday Feb. 23, Friends will provide refreshments.

VI. Community/Media Center Committee Report: Linda Chamenko/Sue Dowdell  
 Last met January 25, 2012, Sue Dowdell was authorized to send letter to the Board of Selectmen requesting their reauthorization of this committee with its original mission. Next meeting will be February 29 at 7 PM.

VII. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey and James Moffat  
 This subcommittee met on February 2, they looked at the previous long range plan, brainstormed ideas such as: additional personnel, longer hours, seeking grants, using interns, and expanding the use of cyberspace to make up for lack of physical space. Next meeting will be on March 1.

VIII. Library Director's Report: Marsha Durley  
 The next newsletter will be published in mid-March, requested input from the Board. Circulation was down 9% in January 2012 and it was 5% below January 2011 circulation. Juvenile book and video circulation was down compared to the same month last year. E-book circulation continues to rise. There are now 106 registered patrons who can download e-books. ILL borrowed was up and ILL lent has doubled compared to January 2011. Program attendance was up in January 2012 compared to January 2011, probably due to milder winter weather.  
 Computer hours and users were down from the same time last year.  
 Volunteer hours were down, as Ted Durley was no longer providing coverage for Laura Marcella while she was on medical leave. He calculated that in the 8 months he volunteered at the library, he put in 750 hours. Thank you, Ted!  
 M Durley noted that the computer lease line item was inadvertently dropped off the reports. She will ask Laura Marcella to add it back in.  
 Another theft occurred, this time during business hours, late DVD fess & FOL book cart monies were stolen. Police and the First Selectman were notified.  
 M Durley shared the new BOS policy that all vendor bills are to go to the town directly with copies being made and then sent to the departments. She voiced her concern about the potential time delay to pay library bills. The Library Board suggested that Marsha

Durley ask the First Selectman if the library can continue to receive their bills first and make copies for the finance office.

She also noted that the library now has single purchase orders per company as a blanket PO to use for the balance of the year.

Assistant Librarian Laura Marcella emailed corrected reports from July – December 2011 to the Library Board as there were some discrepancies in the original reports.

**ACTION:** Marsha Durley will replace the corrected reports from July – December 2011 in the Library Board reference notebook in the library.

## IX. Old Business

- a. Bibliomation update: Marsha Durley  
Upgrades to Evergreen will be made over Easter weekend (April 7-8) to fix more bugs identified.  
Marsha Durley & Laura Marcella attended the ILL meeting in Middletown on February 7 about how to do loans in the Evergreen system.
- b. Trustee's listserv: Erin Schwarz – will forward items as she sees them
- c. Praxair Grant application discussion/DVD cleaner: Erin Schwarz  
E Schwarz distributed a packet to the Library Board members of the draft grant application which includes DVD repairs, several e-readers, replacing old laptops, and a draft letter to the BOS requesting their support of this \$12,000 Praxair grant application. After discussion about this letter, the Library Board of Trustees approved it and requested that Erin Schwarz forward it to the Board of Selectmen prior to their February 13 meeting. E Schwarz requested any feedback or comments on this packet via email to her by Friday Feb 10.
- d. 2012-2013 Budget discussions: Marsha Durley  
The budget package is complete and was sent to the Board of Selectmen by their January 31 deadline. The BOS requested a different, more simplified format for the budget information this year; only one year projections and minimal explanation.
- e. Microsoft Office software purchase – Marsha Durley  
M Durley purchased 5 licenses from TechSoup, waiting for the CD to arrive.
- f. Program Librarian job vacancy update – Marsha Durley  
On January 17 M Durley sent an email to June Chatterton, the town's Union president, and to First Selectman Gerry Smith for direction on how to proceed with the job posting, job requirements, salary confirmation and their role, if any, in the hiring process. She will also post the vacancy on various listservs. The job application deadline is February 25.  
The Program Librarian job posting was approved by the First Selectman and was posted online at SCSU and on the CT library consortium job list. The decision was to offer the replacement the same salary level as the current Program Librarian. Ideally, the candidate's appointment would be approved at the March 12 Board of Selectmen meeting so the new Program Librarian can begin work the following day providing an overlap of approximately 2 weeks with Meg Gill. In the job announcement, an MLS is not required; more importance will be placed on personality and experience.

The Library Board suggested that M Durley set an appointment with First Selectman now for candidate interviews for late February.

- g. Baby shower for Program Librarian update  
Linda Chamenko purchased the gift from the Board and passed a card around for everyone to sign.
- h. Opening a PayPal account – Linda Chamenko  
L Chamenko discussed how to open a PayPal account with Sue Dowdell, who pointed out that PayPal charges a fee on each transaction.  
Discussion among the Board members and agreed to open an account to offer a more secure payment method for patrons for events like bus trips and gingerbread workshops. The transaction fee would be added to the patron's fee, for instance having one price for payments by cash or check and a higher price for using PayPal which would include the transaction fee.

X. New Business  
None

XI. Announcements/Adjournment:

The next meeting will be held on March 14, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:28: L Chamenko/Dey; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk