



# The Beacon Falls Public Library

## Library Board of Trustees

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### March 14, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman pro tem Ken Priestley called the meeting to order at 7:08 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Erin Schwarz, Alex Chamenko, James Moffat

Members absent: Erik Dey, Linda Chamenko

Staff present: Marsha Durley, Library Director

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda: Schwarz/A Chamenko; all approved.

- III. Approval of Minutes: The February 8, 2012 meeting minutes were reviewed. Motion to accept February 8, 2012 minutes: Schwarz/Moffat; all others approved. Alex Chamenko abstained as she was not at the February 8, 2012 meeting.

Correspondence: the Library Board of Trustees received:

- thank you note from Meg Gill for her baby shower gift.
- thank you from ACLB for membership and an overview of benefits
- email from Erik Dey that he will be absent from the March & April meetings
- an invitation to a dinner honoring former First Selectman Susan Cable on March 30 at Villa Bianca. Motion to pay for a ticket to a dinner honoring former First Selectman Susan Cable on March 30 for Linda Chamenko as the Library Board representative, if she elects to attend: Schwarz/Moffat; all approved.
- letter of resignation from Assistant Librarian, Laura Marcella dated February 15 effective February 29 stating that she has accepted a position at the Woodbridge Library
- Board secretary Alex Chamenko will send a sympathy card to former Library Board member Mary MacEachern on the passing of her husband

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Met on March 6, meeting minutes were emailed to Library Board of Trustees
- The Friends will pay \$500 for annual liability insurance policy.

- VI. Community/Media Center Committee Report: Linda Chamenko  
At their February 13 meeting the Board of Selectmen voted to suspend the Community Media Center Committee.
- VII. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey and James Moffat  
This subcommittee did not meet in March; they will meet again in April.
- VIII. Library Director's Report: Marsha Durley  
No circulation report due to staff illness & departure, and conducting interviews to fill two BFPL positions.  
The February 2012 bills paid report was distributed.  
The library newsletter will be published in the Friday March 16 Citizen's News.  
M Durley queried Erin Schwarz about Region 16 required summer reading program.  
**ACTION:** Erin Schwarz will inquire about the status of the Region 16 summer reading program.
- IX. Old Business
- a. Bibliomation update: Marsha Durley  
A new version of Evergreen will be implemented over Easter weekend with small changes. The system will be down during that time. Surveys were sent out to member libraries.
  - b. Trustee's listserv: Erin Schwarz – will forward items as she sees them  
Requested feedback from leadership conference. The next conference is tentatively scheduled for late October 2012.
  - c. Praxair Grant application discussion/DVD cleaner: Erin Schwarz  
E Schwarz submitted the grant. They requested background information and she will forward the 5 year plan brochure, budget info, and Meg Gill's technology plan.
  - d. Microsoft Office software purchase – Marsha Durley  
The CD has arrived. Software has not been installed yet.
  - e. BFPL staff updates – Marsha Durley  
At their March 12 meeting, the Board of Selectmen hired Sue Dowdell as the Assistant Librarian and Shari Garcia as the Program Librarian, based on Marsha Durley's recommendations. M Durley reviewed resumes and conducted interviews, with the help of Ken Priestley for the Assistant Librarian applicants. Sue Dowdell started work on March 13. Shari Garcia will start work on Monday March 19 and overlap with Meg Gill for no more than 2 weeks. Meg has planned programs through the end of May and has most of the summer programs set up.
  - f. Opening a PayPal account – Linda Chamenko  
PayPal account not opened yet.
- X. New Business

- a. BFPL Closure on Saturday April 7, Easter weekend  
Motion to close the library on Saturday April 7 of Easter weekend: Schwarz/A Chamenko; all approved.
- b. Nomination of Officers – Chairperson & Treasurer/Secretary  
Linda Chamenko informed Chairman pro tem Ken Priestley that she does not wish to continue as the Library Board Treasurer.

Motion to nominate Alex Chamenko as Treasurer/Secretary: Priestley/Schwarz; all approved.

Motion to nominate Ken Priestley to continue as Chairperson; Schwarz/Moffat; all approved.

XI. Announcements/Adjournment:

Erin Schwarz noted that the Long River Middle School PTO is sponsoring the Minds in Motion program on March 31 at LRMS. It is an afternoon of fast-paced, high-interest, hands-on enrichment workshops for all students in grades k-8; plus free parent and teacher keynote forum and workshops. The Prospect Library will have a table and she suggested that BFPL also have a table. Marsha Durley would like to have the new Program Librarian join her. They will have a library-related guessing jar on the table to attract interest.

**ACTION:** Erin Schwarz will contact the Minds in Motion organizer to reserve a space for the BFPL at the March 31 event at LRMS.

The next meeting will be held on April 11, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:05: Schwarz/Moffat; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk