



# The Beacon Falls Public Library

## Library Board of Trustees

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### May 9, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:03 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Erik Dey, Linda Chamenko, Alex Chamenko,

Members absent: Erin Schwarz, James Moffat

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Ken Priestley adds under New Business c. Library Board stationery and d. Region 16 summer reading lists. Motion to approve amended May 9, 2012 agenda: L Chamenko/A Chamenko; all approved.

- III. Approval of Minutes: The April 11, 2012 meeting minutes were reviewed. Motion to accept April 11, 2012 minutes: A Chamenko/L Chamenko; all others approved. Erik Dey abstained as he was not at the April 11, 2012 meeting.

Correspondence: the Library Board of Trustees received:

Email from James Moffat that he was out of town and would not be at the May 9 meeting.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Met on May 1, meeting minutes were emailed to Library Board of Trustees
- Kayak/Canoe/Duck Race RiverFest on May 5 – had a booth
- Flower Power fundraiser successful
- The State is limiting non-profit groups to 5 fundraisers per year before tax needs to be collected. The Friends need to consider which ones are most profitable.
- Ken Priestley will order official FOL stationery with their logo.

VI. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey and James Moffat – subcommittee suspended until September.  
Ken Priestley wishes to attend these meetings and suggested that the subcommittee meet before September to review the library’s goals. The current 5-year plan ends in 2012. A meeting date will be decided at the June 13 Library Board meeting

VII. Library Director’s Report: Marsha Durley  
Circulation down across the board, adult circulation is stable; children and young adult circulations are down compared to April 2011. E-book circulation has doubled since last year. The family passes are very active. ILL borrowed was down, ILL lent had doubled compared to same month last year. Patron DVD requests accounted for the increase of ILL lent. M Durley explained that many libraries in the Bibliomation system do not loan out their media collection. CD-ROMs have a very low circulation and these materials are close to being obsolete. The BFPL staff may consider getting rid of them. Registrations are down for the year which could be the cycle of renewals. Program attendance was down 4% in April despite the spring vacation week. Library Services: all were higher than in April 2011.

The library newsletter was submitted and will be published in the May 25 Citizen’s News.

VIII. Old Business

- a. Bibliomation update: Marsha Durley  
The system will be offline at COB on May 10 to perform additional upgrades. It is expected to be back online on Friday May 11. Bibliomation is surveying member libraries to see which upgrades to the system are priorities.
- b. Trustee’s listserv: Erin Schwarz – will forward items as she sees them  
No feedback from Praxair yet about the grant application.
- c. Opening a PayPal account – Linda Chamenko  
L Chamenko received the PayPal link via email from Sue Dowdell. After confirming some required information,  
**ACTION:** L Chamenko will open a PayPal account for the Library Board, with Ken Priestley’s help, if needed.

IX. New Business

- a. \$200 refundable deposit for August 15 Bronx Zoo bus trip to Dattco  
A57-passenger bus was reserved, L Chamenko provided M Durley with a \$200 check for the bus deposit.
- b. Schedule special meeting in executive session for Library Director evaluation  
An Executive session of the Library Board was scheduled for Wednesday June 20 at 1 PM in the Town Hall Assembly Room for employee evaluation.

- c. Library Board stationery for thank you notes  
Board members brainstormed ideas for the design including using the town seal for official Library board stationery for correspondence.  
**ACTION:** Ken Priestley will order 50 folded off white cards with black lettering and use the town seal.
  
- d. Region 16 summer reading lists – Marsha Durley update  
S Dowdell forwarded a May 9 email to M Durley and S Garcia from Laurel Ledge that there are no school lists, but the school will use the Governor’s summer reading program instead. There are no specific titles. The students are responsible for recording which books they read over the summer. Some recommended titles are listed on the CT Governor’s web site. This may mean that the BFPL won’t have to buy a lot of new books. More details will follow.  
Erin Schwarz passed on information via email about the Laurel Ledge PTO having book clubs in each grade, reading to the younger grades and discussions in the older grades, which is expected to start in the Fall 2012.

X. Announcements/Adjournment:

The next meeting will be held on Wednesday, June 13, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:03: **Dey/A Chamenko;** all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk