



The Beacon Falls Public Library

Library Board of Trustees

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June 13, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:01 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

Members absent: James Moffat

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Motion to approve June 13, 2012 agenda: L Chamenko/A Chamenko; all approved.
Motion to add "Executive Session, if needed" to all future regular monthly meeting agendas: Schwarz/L Chamenko; all approved.

- III. Approval of Minutes: The May 9, 2012 meeting minutes were reviewed. Motion to accept May 9, 2012 minutes: L Chamenko/A Chamenko; all approved.
Erin Schwarz abstained as she was not at the May 9, 2012 meeting.

Correspondence: the Library Board of Trustees received:

A courtesy copy of a letter from Marsha Durley, Library Director, dated June 6 to the Board of Selectman recommending the permanent hiring of Shari Garcia and Susan Dowdell who had been hired on a 3-month probation period.

The Connecticut State Public Library supplied a trustee manual. K. Priestley has a copy, This would be a second copy to share with other Trustees. E. Schwarz borrowed it first.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Met on June 5, meeting minutes were emailed to Library Board of Trustees

- Made a motion to change the original motion made on September 7, 2004 designating all proceeds of the book sale cart going to the FOL Library Building Fund, to a new split of monies collected from book cart sales to be equally divided between the Janice Doll 2004 Building Fund account and the Friends general fund for operating expenses.
- Will purchase a double-sided bookcase for the Children's Room to house the new collection of elementary school reading books.
- Will sponsor Holiday Shoppers Fair/book sale/cupcake contest on Saturday November 10th in St. Michael's Lyceum. This is in place of the October book sale.

VI. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey, James Moffat, and Ken Priestley

Discussion on best day/time for a subcommittee meeting. Tentatively set for Wednesday July 11 at 5:30 in the library after it closes.

VII. Library Director's Report: Marsha Durley

General circulation downward trend continues; juvenile circulation has the most concern. 146 patrons have Overdrive accounts to download e-books.

The Governor's summer reading program has a small list of recommended titles. All libraries in the state are doing the same program; many of the books support a summer reading theme and in high demand, so are unavailable to borrow for BFPL for the summer.

Two new BFPL staff members are former teachers and they identified a shortage of 2nd grade reading materials. Books were ordered to fill this gap. The Friends' will pay for a bookcase to house these new books which are already circulating well.

Shari Garcia continues to work on summer programming.

The ILL lent materials nearly doubled compared to the same month in 2011.

E-books circulation has almost tripled compared to May 2011.

Family passes provided by the Friends: already 168 have been loaned since July 2011

Registrations are down 13% for the year, it's cyclic, not a concern.

Program attendance was up a bit in May 2012, but down some for the year.

More computer hours spent by patrons compared to a year ago.

Financial report: The Library Director was told at the end of May to make no more purchases. There is a deficit in the Library Assistant salary line item due to the temporary hiring of Kathy Van Epps during Laura Marcella's maternity leave. G. Smith said he would talk to the Board of Finance about transferring money from elsewhere to cover this deficit.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Staff participated in a survey to prioritize updates for problems and bugs in the system.

M. Durley and S. Dowdell will participate in Bibliomation meetings in July to include workshops on Overdrive, ILL & reports.

- b. CT State Library Board of Trustee's listserv: Erin Schwarz – will forward items as she sees them. Nothing to report.
- c. PayPal account – Linda Chamenko
Awaiting a test deposit to the Library Board checking account for confirmation in the next few days. Once the account is verified, L. Chamenko will notify S. Dowdell and request that she add a PayPal button on the library web site. Patrons can opt to use PayPal for zoo trip registration.
- d. Special meeting in executive session for Library Director evaluation on June 20 will be held in the assembly room at 1 p.m.

IX. New Business - none

X. Announcements/Adjournment:

Discussion: K. Priestley brought up for consideration having regular Library Board meetings in July & August. This change wouldn't go into effect until 2013. E. Schwarz suggested it may be better to have special subcommittee meetings continue to meet during the summer, without having a quorum/official Board meeting as it may be difficult with vacation schedules to have a quorum at regular meetings. The Library Board by laws would also need to be updated to reflect any change in meeting schedule.

The next meeting will be held on Wednesday, September 12, 2012 at 7 p.m.

Motion to adjourn the meeting at 7:46: Schwarz/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk