



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

www.mybflib.org

September 12, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:00 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 & Sue Dowdell, Assistant Librarian

Chairman Ken Priestley welcomed everyone back after the Library Board's summer hiatus.

- II. Review of Agenda: The agenda was reviewed.
- III. Approval of Minutes: The June 13, 2012 meeting minutes were reviewed. Motion to accept June 13, 2012 minutes: A Chamenko/L Chamenko; all approved.

Correspondence: the Library Board of Trustees received:

- a thank you note from Ted Durley for his gift card
- announcement from the Association of CT Library Boards about their upcoming Fall Leadership Conference at the University of Hartford on Thursday October 25

Library Director Marsha Durley received a thank you letter from a local Boy Scout who worked on his Eagle Scout badge by collecting items for military care packages. He had requested permission to put a collection box in the library during the summer. He collected a total of 3,960 items and received \$1,933 in donations to help pay for shipping. He sent out 106 care packages.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley
- Met on September 4, meeting minutes were emailed to Library Board of Trustees
 - Purchased a double-sided bookcase for the children's room
 - Will sponsor a 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.
 - BFPL staff will insert Friends' membership forms in books borrowed.

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

Sue Dowdell: The subcommittee didn't meet over the summer, everyone, including staff, was too busy. She received information from Tom Newman, of the CT State Library that limited grant money will be available in the Fall 2013. The Long Range Plan will need to be updated prior to submitting an application.

Erin Schwarz and Ken Priestley reported that on October 10 there will be a LibraTech program in Avon about creating improved library facilities, additions and renovations. Representatives will explain the building process, pitfalls, info on building library projects.

Next meeting: Sue Dowdell will email the subcommittee members for a consensus on potential meeting dates.

- VII. Library Director's Report: Marsha Durley

June: General circulation declined 5.4% in all areas, which may be due to no new materials coming in during June; audio & e-books increased greatly. ILL lent doubled over a year ago; Connecticard loans were up 10% (patrons outside of Beacon Falls come to the BFPL to borrow materials); program attendance was stable over the year; computer use: fewer people using computers but are spending more time on the computer.

Eric Hansen, employee of CT state library, visited the BFPL and staff requested a 5th weekly delivery day from C-Car. The volume of materials going out from BFPL is too much for the vans to handle and as a result, not all the packaged materials are going out when ready.

Budget: showed a negative at the end of 2012 fiscal year because of staffing issues and buy outs; M. Durley was told the deficit would be covered by a transfer from the general fund.

[Alex Chamenko departed at 7:26]

July: Young Adult circulation was down compared to same month last year. If the adult and YA totals are combined; it is slightly more than last year as some Young Adult titles are classified as Adult. E-book circulation was up; ILL borrowed increased, ILL-lent was 4 times higher than last year; compared to a year ago when Bibliomation brought many more libraries into the system. Program attendance was down in July in part because the opening Summer Reading program was held in late June.

United Day School made a donation of \$160 from the proceeds of their lemonade sale.

August: A 6-7% decrease in overall circulation; 192 children registered for the summer reading program which was down about 40 from 2011; 49 children's programs were held over the summer; there were 145 volunteer hours during the summer. Large Print books circulation is increasing; e-books increased in August because Program Librarian Shari Garcia gave extra prize tickets to the children if they read Tumblebooks online.

Comment: Erin Schwarz suggested that Shari Garcia use Tumblebooks during a story time to show how it's used and let the kids (ages 3-4) become familiar with the service. Marsha Durley noted that this has been done.

Program attendance increased due to the 2 buses for the Bronx zoo trip. Marsha Durley explained that a second bus was ordered at the last minute, but due to a forecast for poor weather, it wasn't filled. The Friends subsidized 5 seats. This was the first time a bus trip resulted in a deficit balance.

The Salem bus trip is scheduled for Sunday October 21. The deadline to sign up is September 19, because the bus company requires full payment a month in advance. Signups are slow, so far less than 10 have signed up.

VIII. Old Business

- a. Bibliomation update: Marsha Durley
Evergreen continues to be updated. BFPL staff is kept informed. Bibliomation offers many meetings, workshops and training. Marsha Durley attended a session in East Haven; Sue Dowdell attended an ILL meeting in Hartford on July 17.
- b. CT State Library Board of Trustee's listserv: Erin Schwarz
Forwarded an email from the Association of CT Library Boards about their upcoming Fall Leadership Conference to be held at the University of Hartford on Thursday October 25th from 9:15 to 2:30. Ken Priestley offered to go if anyone else wants to attend.

Webinar on public library association are available online. There is a 6 week class, in one hour-long modules.

- c. Praxair Grant update/DVD cleaner: Erin Schwarz
Erin Schwarz has followed up with Praxair on the status of the \$12,000 grant to replace the laptops she submitted, but has gotten no response. The Library Links program she used was no longer listed on web site. No contact person was listed on their web site.
Marsha Durley noted that there is a Connecticut Community Foundation program grant opportunity available to support new, improved programs and services, capital campaign and equipment. The deadline is Monday October 1; she suggested the library laptops could be listed as jobless program equipment. The current BFPL laptops run XP operating system which probably won't be supported much longer.

DVD Cleaner: Marsha Durley contacted the director at Derby Neck Library. Derby Neck Library has a DVD repair service that they offer to their patrons. As a courtesy, they would charge BFPL 75 cents per DVD repair. She stressed that BFPL wants to circulate good quality materials, not things that are broken. At present, BFPL has approximately 30 DVDs out of circulation because they are in need of repair.

Motion for the Library Board to pay for repairs of approximately 30 BFPL DVDs that are out of circulation because they are in need of repair: L Chamenko/Schwarz; all approved.

- d. PayPal account – Linda Chamenko
Some patrons used PayPal for Bronx zoo bus trip registration.
Sue Dowdell sent invoices to patrons after they signed up on EventBrite to pay with a credit card via PayPal.
A free credit card reader device is available to use on smart phones.

Motion to get a free credit card reader for the Library Board PayPal account: Linda/Erin; all approved.

Sue Dowdell will be able to take payments on her phone while on duty at the BFPL. Patrons may pay for fines or any damaged materials with their credit card and that money will go directly into the Library Board's PayPal account.
Linda Chamenko will work with Sue Dowdell to set up this payment service at the library

- e. Library Board stationery for thank you notes – Ken Priestley

Researched stationery prices at a store in Naugatuck:
250 A2 cougar natural fold over card w/ matching envelopes \$171.80
500 A2 cougar natural fold over card w/ matching envelopes \$208.50
500 letterheads \$77.50
500 envelopes \$85.09

Ken Priestley showed a letterhead that he designed with the town logo and Library Board info that could be used as a template, to print letters on. It was agreed to use this letterhead and print as needed.

IX. New Business

- a. Library-sponsored August 15 Bronx Zoo bus trip
The deficit was covered by petty cash.

X. Executive Session (if needed)

Announcements/Adjournment:

The Fall newsletter will be published in the September 21 Citizen's News. Marsha Durley commented that the cost will probably increase for the next issue.

The next meeting will be held on Wednesday, October 10, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:30: L Chamenko/Dey; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk