



The Beacon Falls Public Library

Library Board of Trustees

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October 10, 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, Linda Chamenko, Alex Chamenko (departed at 7:57), Erik Dey, James Moffat (arrived at 7:08)

Member absent: Erin Schwarz

Staff present: Marsha Durley, Library Director

- II. Review of Agenda: The agenda was reviewed. Motion to approve October 10, 2012 agenda: L Chamenko/A Chamenko; all aye.

- III. Approval of Minutes: The September 12, 2012 meeting minutes were reviewed. Motion to accept September 12, 2012 minutes: Dey/L Chamenko; all aye. *James Moffat abstained as he was not at the September 12, 2012 meeting.*

Correspondence: the Library Board of Trustees received:

June 12 First Selectman's memo stating that any attorney or other paid consultant is prohibited from taking phone calls from board, commission, committee members or residents of Beacon Falls without prior authorization from the First Selectman (with an attached list of firms).

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on October 2, meeting minutes were emailed to Library Board of Trustees
- Officers were elected, the current officers will remain in place for the 2012-2013 year: President, Wanda Mulinski; Vice President, Paula Pelletier; Treasurer, Isabelle Culotta; Secretary, Martha Melville
- Work continues on the Sat. November 10 fall fundraiser: vendor fair, tea cup auction, book sale and cupcake contest at St. Michael's lyceum from 10 AM – 3:30 PM

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

The subcommittee will meet on Monday, October 15th in the library at 5:30.

- VII. Library Director's Report: Marsha Durley

Marsha Durley provided revised August & September financial reports.

Circulation continued to decrease; registrations were down however are expected to increase when the kindergarteners visit the library; program attendance was up especially for adults due to an increased program schedule.

Computer usage was up compared to September 2011. Web site visits were double over the same month last year, most likely due to an increase in downloading e-books.

The Dues & fees line item may come up short later in the year due to a late and unexpected increase in CLC circuit fees after the library's budget for 2012-2012 was approved, however a deficit could be covered from the library materials line item.

- VIII. Old Business

- a. Bibliomation update: Marsha Durley

During the Columbus Day holiday weekend, Evergreen was moved to a new server.

The system was down during that weekend with no access to the library's catalog; however there was no impact to library operations as it occurred when the library was closed.

Bibliomation announced a new application available for Nook e-reader users, e-books can be directly downloaded from Overdrive and patrons no longer have to download to their computer first then transfer.

- b. CT State Library Board of Trustee's listserv: N/A

- c. Praxair Grant update/DVD cleaner: Erin Schwarz

Praxair grants no longer available for libraries. Topic closed.

Marsha Durley took 31 DVDs to Derby Neck Library for repair using their DVD cleaner.

- d. PayPal account – Linda Chamenko

Linda Chamenko talked to Sue Dowdell about purchasing a credit card reader for approximately \$80. Motion for the Library Board to purchase a credit card reader for BFPL staff to use with the Library Board's PayPal account: L Chamenko/Moffat; all aye.

- IX. New Business

- a. Library Board 2013 meeting schedule

A draft 2013 meeting schedule was reviewed.

Marsha Durley shared that the Board of Selectmen has questioned her why library reports aren't submitted in July, August & September. She noted that as a courtesy she preferred to present these reports to the Library Board prior to being forwarded to

the Board of Selectmen. She pointed out that a problem with skipping meetings in summer is that when the library reports are reviewed at the September Library board meeting, they cross fiscal years and become unwieldy.

Chairman Ken Priestley suggested having a special meeting in the summer to cover the gap between June and September.

Linda Chamenko suggested the monthly reports be emailed to the Library Board members each month before the Board of Selectman's meetings so they may be presented at the Board of Selectmen meeting and to only call a special meeting of the Library Board in the summer if necessary.

ACTION: Marsha Durley will check with Assistant Librarian, Sue Dowdell, who creates the monthly library reports, if she would prefer to do reports each month over the summer or once at the end of summer.

b. Preliminary Budget discussions

Marsha Durley will be drafting the library 2013-2014 budget and present it at the November Library Board meeting so that it may be discussed, adapted and finalized at the December meeting. The budget will most likely be due to the First Selectman in January 2013.

She stressed the need for new laptops as the current library ones use XP and patrons need to use more current computers to prepare themselves for jobs. She would put in the budget under the library's computer line item. Several board members also suggested looking into any available grants.

ACTION: James Moffat will research any library grants available for laptops.

Marsha Durley would like to increase number of family passes available, if not purchased by the Friends, and may budget for passes to purchase with library funds. Discussion ensued about how to advertise the passes better (online, in the library, in display cases) to raise awareness and the circulation of existing passes.

Marsha Durley identified Professional development as a budget line item to increase. Currently only \$150 per year is budgeted which usually covers mileage only to training. The BFPL staff needs to keep up with current technology.

Linda Chamenko suggested that a member of the Library Board attend the Board of Finance budget workshop to defend and/or explain the library's budget. James Moffat volunteered to attend a Board of Finance budget workshop to represent the library.

c. Gingerbread House workshop December 1; assistance with supplies

A wish list compiled by the Program Librarian was distributed. Library Board of Trustees signed up to contribute goodies for the workshop and will bring them to the November meeting or drop off at library before the December 1 program.

d. Library Code of Conduct – a policy drafted in 2008 was sent to the members for review

Two incidents happened in the library which resulted in the police being called.

An unidentified woman was found surfing the internet on the OPAC machine, which was intended strictly for library catalog searches and taking pictures of patrons during story time with her cell phone. BFPL staff offered the use of a library laptop during a second visit, but she chose to leave rather than give her name. During another visit, the woman brought her own laptop to use but wasn't given internet access as she did not show her library card, as required by library internet policy.

Ken Priestley suggested setting up the OPAC computer to be only able to connect library-related web sites.

The Library Board reviewed a draft code of conduct policy; to be finalized at November 14 meeting.

X. Executive Session (if needed)

Announcements/Adjournment:

Erik Dey noted that November is National Novel Writing Month and shared the details with Marsha Durley.

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

Motion to adjourn the meeting at 8:29: Dey/Moffat; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk