



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

November 14, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman Ken Priestley called the meeting to order at 7:02 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

Member absent: James Moffat

Staff present: Marsha Durley, Library Director, Sue Dowdell, Assistant Librarian

- II. Review of Agenda: The agenda was reviewed. Correction to VIII. Old Business, d. change year (2013-2013 to 2013-2014) Motion to approve amended November 14, 2012 agenda: Schwarz/L Chamenko; all aye.
- III. Approval of Minutes: The October 10, 2012 meeting minutes were reviewed. Motion to accept October 10, 2012 minutes: Dey/A Chamenko; all aye. *Erin Schwarz abstained as she was not at the October 10, 2012 meeting.*

Correspondence: none

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on November 6, meeting minutes were emailed to Library Board of Trustees
- Wanda Mulinski announced that this is her last year as President and will be leaving the position in October 2013.
- Working on budget for 2013-2014
- Scrabble tournament scheduled for Thursday, March 21, 2013
- Sat. November 10 fall fundraiser: vendor fair, a great success, made over \$1,300. The vendors were happy and would come back next year, and thanks to all who helped out.
- Breakdown of funds: \$133 on cupcake sales, \$325 from vendor tables, \$1,151.75 from calendars, shirt, magnets, books and tea cup auction ticket sales.
- Leftover books were picked up and will be shipped to Africa
- Cupcake contest: getting feedback, considering adding a youth category, sold very well

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

The subcommittee met on Monday, November 5. The subcommittee is looking at a minimum of 8,500 sq ft library space.

Sue Dowdell and Ken Priestley met with First Selectman Gerard Smith, grant writer Lisa Low, project manager Adam Kinkel, historical society member Ben Cantazaro, and preservation architect Steven Lazarus on November 14. Consideration is being given to using the 35 Wolfe Avenue house as a library and establish its historical nature by preserving the outside of house (replacing siding with shakes in front). Phase I for the library building project of approximately 5,000 sq ft would include an addition added on the back of the house plus using the first floor of the house. Future Phase II of the project would add another 5,000 sq ft using the house and/or addition.

G. Smith did not want to pursue state or federal grants with restrictions. He would like to see a library built for the town by the town, using local labor to reduce costs. Using only one floor would not require an elevator at this time. He would also seek gifts and donations for the project.

The next meeting for Long Range Plan subcommittee is scheduled for January 16 when they will discuss a building program.

VII. Library Director's Report: Marsha Durley

Circulation showed an upward turn in October probably due to Shari Garcia's robust programming schedule and getting people into the library. ILL and Connecticard loans were all up; new library cards issued were down for the year. Program attendance was up over same month last year. Computer use and web site visits were up. Marsha Durley weeded books, discarding any books that haven't circulated in the last 5 years. These went into the Friends' book sale.

The professional development line item is almost depleted because the current BFPL staff is taking greater advantage of educational opportunities offered. BFPL staff can utilize the town professional development fund, if necessary. No other concerns on budget.

In an ongoing effort to increase library security, First Selectman Gerard Smith recommended changing the lockset on the closet door and adding a tamper proof plate. He approved Joe Dowdell's offer to do the actual installation. The only keys for this lock are with staff on their personal key rings.

Salem Trip – made a small profit as all 57 seats on one bus were sold.

M. Durley explained that she used late video fees collected to purchase 2 new laptops for patron use.

Chairman Ken Priestley suggested the staff document the unpaid hours they work both at

the library and at home.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Evergreen servers were moved over the Columbus Day holiday weekend and there was no disruption in service.

The Evergreen system has a memory leak problem which will slow down computers over time. Computers need to be rebooted to fix, however this is not always possible at a busy circulation desk.

Bibliomation strategic plan: the last goal in their long range plan to bring the other libraries onto the Evergreen system was completed. A committee will begin developing another long range plan.

A new app is available for patrons to allow them to view the library catalog online from smart phone, but there is a cost to the library.

The children's catalog is under development and will be available in January 2013.

Foreign language children's books: Bibliomation is creating bibliographic records developed for them so library staff can enter them into the Evergreen system and begin circulating the titles locally and statewide.

b. CT State Library Board of Trustee's listserv: Erin Schwarz – nothing to report Ken Priestley took an advocacy webinar class.

c. PayPal account update – Linda Chamenko

A credit card swipe reader was not purchased as it required a \$30 monthly fee, instead invoices will be emailed.

d. 2013-2014 Budget Discussions

Marsha Durley provided a preliminary budget proposal. The town employee's contract expires in 2013. A new contract will go into effect on July 1, 2013.

She is requesting an additional 2.5 hours per week per staff member. First Selectman Gerard Smith doesn't like that staff sometimes works alone in library. Even with a slight increase in hours, they are still short staffed to cover vacation, training, off-site meetings and sick time. There is an option to hire a part-time person(s) to work 14-25 hours/week with no benefits.

Clerk wages: increased to \$1,200 because of potential building committee meetings in the next year and/or Library Board meetings in the summer months.

Computer support amount was increased anticipating getting new computers for patron use.

Bibliomation subscription goes up 5% per year.

Increase the New Library Study to \$30,000 to cover grant writer, architect, etc.

Increase in departmental supplies by 5%.

Increase the library copier lease to \$1350 anticipating additional copies needed for meetings.

The Library Board will vote on the final budget presentation at the December 12, 2012 meeting.

e. Library Code of Conduct policy

Discussion: delete item #6, change front desk to circulation desk in #9

Motion to adopt the Code of Conduct with the amendments made above: L Chamenko/Dey; all approved.

IX. New Business - none

X. Executive Session (if needed)

Announcements/Adjournment:

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

Motion to adjourn the meeting at 8:40: A Chamenko/Dey; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk