



The Beacon Falls Public Library

Library Board of Trustees

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December 12, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Erin Schwarz, for Chairman Ken Priestley, called the meeting to order at 7:05 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

Member absent: James Moffat, Linda Chamenko

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

- II. Review of Agenda: The agenda was reviewed. Motion to approve December 12, 2012 agenda: Dey/A Chamenko; all aye.
- III. Approval of Minutes: The November 14, 2012 meeting minutes were reviewed. Motion to accept November 14, 2012 minutes: Dey/A Chamenko; all aye.

Correspondence:

Sue Dowdell reported that First Selectman Gerard Smith's brother passed away.

ACTION: Alex Chamenko will send First Selectman Gerard Smith a sympathy card from the Library Board of Trustees.

- IV. Public Comment – none

- V. Friends' Report: Ken Priestley

- Met on December 4, meeting minutes were emailed to Library Board of Trustees
- Sat. November 10 fall fundraiser: netted \$1,338.17
- \$100 donation will be made to St. Michael RC Church for use of their facility.
- Junior Friends: have a few middle school students helping out the Friends at events.
- No longer will accept book donations from church book sales.

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

The subcommittee hasn't met. They will meet on Monday, January 7 at 5:30 in the library.

On January 15, Sue Dowdell and Ken Priestley will meet with First Selectman Gerard Smith, grant writer Lisa Low, project manager Adam Kinkel, historical society member Ben Cantazaro, and preservation architect Steven Lazarus.

S. Dowdell contacted New Fairfield Library and got a good reference on the architect.

S. Dowdell wants to advertise the library's Facebook page in Citizen's News. It was suggested to write a Letter to the Editor from the Library Board emphasizing the focus on community news available on their Facebook page.

ACTION: Erin Schwarz and Ken Priestley will draft a Letter to the Editor for Citizen's News to highlight the library's Facebook page and talk about OverDrive and other library services available. Sue Dowdell will review before publication.

VII. Library Director's Report: Marsha Durley

Circulation for the year has surpassed circulation compared through the same period a year ago.

ILL borrowed & lent up for the year.

BFPL may have some books lost as a result of Hurricane Sandy as about 45 items have disappeared. BFPL may be responsible for replacing items that belonged to other libraries which were in transit.

Registrations: children higher than those that expired in November.

Program attendance a slight dip compared to November 2011 which may be a result from the impact of Hurricane Sandy.

Computer usage and computer people numbers are down; some people are getting jobs, so are not using the library's computers as much.

Web site visits were way up due to Hurricane Sandy. People were seeking information and downloading e-books.

Volunteer hours were down.

The Library monthly report was sent to the Board of Selectmen for their December 10 meeting. M. Durley is watching clerk and telephone budget line items.

The Professional development line item budget has been exhausted, which was mainly used for mileage reimbursement. The town budget has a line item for professional development that the library staff can use.

Gingerbread workshop: there were 20 houses made. Marsha Durley expressed thanks to the Library Board of Trustees for their candy donations.

Sue Dowdell reported that a patron with \$12 in DVD late fees due asked about paying via credit card. S. Dowdell sent the patron an online invoice which was paid immediately via PayPal accounts.

VIII. Old Business

a. Bibliomation update: Marsha Durley

M. Durley reported that Bibliomation is always offering workshops and webinars.

The donated foreign language books were cataloged, location codes created, and the records are in the computer system. Now their set up is complete and they are available to lend through interlibrary loan.

b. CT State Library Board of Trustee's listserv: Erin Schwarz
There is a CLC Facebook page available.

c. 2013-2014 Budget Vote

No specific date for the budget due in the Selectman's office. A Library 5 year capital improvements plan is also due.

Marsha Durley presented the final library budget.

Motion to approve the proposed 2013-2014 Beacon Falls Public Library budget as presented: Dey/A Chamenko; all aye.

IX. New Business

a. Newsletter publication cost increase

Marsha Durley was notified that the Citizen's News newsletter price will increase in 2013 to \$375 per quarterly issue. Options discussed:

- Change to only 3 issues per year, but space would be more limited.
- Automated Mailman service: more expensive as postage rates have increased
- Email mailing: only reaches 300 patrons
- Constant Contact as an email service
- Shorter, monthly newsletter inserts in Citizen's News, would need all of BFPL staff to support

The next newsletter will be due to Citizen's News in mid-February for a March 2013 publication.

After further discussion it was agreed to continue the newsletter publication as is.

The Board of Selectmen announced at their December 10 meeting that on Monday, Christmas Eve, December 24, all town departments would be open until noon. Sue Dowdell will work the 2 hours the library will be open.

X. Executive Session (if needed)

Announcements/Adjournment:

The next meeting will be held on Wednesday, January 9, 2013 at 7 p.m.

Motion to adjourn the meeting at 8:17: Dey/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk