



The Beacon Falls Public Library

Library Board of Trustees

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December 14, 2011 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman pro tem Ken Priestley called the meeting to order at 7:04 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

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

Staff present: Marsha Durley, Library Director

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda: **Schwarz/A Chamenko**; all approved.

Chairman pro tem Ken Priestley welcomed new Trustees, James Moffat and Erik Dey.

- III. Approval of Minutes: The November 9, 2011 meeting minutes were reviewed. Motion to accept November 9, 2011 minutes: **Schwarz/L Chamenko**; J Moffat abstained as he was not present at the November meeting, all others approved.

Correspondence: Ken Priestley read a November 15 letter of thanks from First Selectman Susan Cable to all boards and commission.

Ken Priestley read a letter dated December 12, 2011 from Assistant Librarian Laura Marcella which reiterates her intention return to work on January 9, 2012 from maternity leave.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

December 6 meeting minutes were emailed to Library Board of Trustees on December 9, 2011. Opened PayPal account; showed a loss on CT Community Foundation account; will purchase pass to Mark Twain house.

- VI. Community/Media Center Committee Report: Linda Chamenko

The next meeting is January 25, 2012 in library, all welcome. Waiting for word from Board of Selectmen on how this committee's mission will change, if at all.

VII. Long Range Plan:

A subcommittee was created to include Marsha Durley, Sue Dowdell, and Library Board of Trustees Erik Dey and James Moffat to evaluate progress of the current Long Range Plan and develop new library goals for the next 5 years. The first meeting date has not yet been set.

ACTION: Ken Priestley will contact Sue Dowdell about the formation of a Long Range Plan subcommittee to include Library Board of Trustees Erik Dey and James Moffat plus Marsha Durley and Sue Dowdell.

VIII. Library Director's Report: Marsha Durley

November circulation is down 400 items over last year; juvenile books & video down; this may be related to the new reading program at Laurel Ledge which has classroom libraries; students are getting reading homework each night.

DVD circulation down: possible factors: having the convenience of the outdoor media drop patrons then don't come in to check out more DVDs; there is a longer circulation time with the Bibliomation system (7 days); and BFPL staff has been more rigid on enforcing fines policy which may be discouraging DVD circulation.

68 patrons now registered to download e-books on OverDrive.

ILL borrowed about the same, ILL lent 3 times higher than same month last year because many more libraries are online through Bibliomation.

Connecticard loans – out of town residents using BFPL, same total as last year.

Adult new registrations were up in November 2011 which may be due to the availability of e-books.

Program attendance strong for November compared to same month in 2010.

Hours of computer usage way up, number of users increased as well, volunteer hours are up as Ted Durley continues to volunteer his time covering for the Assistant Librarian during her medical leave.

IX. Old Business

a. Bibliomation update: Marsha Durley

Some libraries are reporting bugs in the Bibliomation system which are being worked out.

b. Trustee's listserv: Erin Schwarz – nothing to report

c. Praxair Grant application discussion/DVD cleaner: Erin Schwarz

Erin Schwarz gave an overview of the corporation and their grant program to the new Trustees. The Library Board, with input from BFPL staff, needs to determine what to apply for and then go forward to the Board of Selectmen for approval before submitting it.

Meg Gill sent Erin Schwarz the technology plan she wrote for BFPL.

ACTION: Erin Schwarz will forward Meg Gill's technology plan to the Library Board of Trustees which may be used as a starting point for the Praxair grant application.

d. Trustee Leadership Conference: Ken Priestley

Ken Priestley attended on November 10 in Hartford

This was a review of information of new technologies already known by the Library Board. He attended a workshop on how to run a board, and procedurally this board does everything thing they suggested.

- e. 2012-2013 Budget discussions: Marsha Durley
Marsha Durley will look into changing the line item 10-69 1806 New Library Study line item to “5 Year Plan”, to be more specific.
Copier lease line item 10-69 1807 needs to include copies made as well as lease payments.
The Library Board will vote on the final budget presentation at the January 11, 2012 meeting.

X. New Business

- a. Library closing on Saturday December 24
Motion to close library on Christmas Eve; Schwarz/L Chamenko; all approved.
- b. Nominate Trustee for Library Board Secretary for correspondence duties
Former Library Board Trustee Julie Fitzpatrick wrote thank you notes on behalf of the library and the board. Motion to nominate Alex Chamenko to take over secretarial duties for the Library Board: Schwarz/ L Chamenko; all approved. **ACTION:**
Marsha Durley will pass on the Library Board correspondence information to Alex Chamenko.
- c. Laurel Ledge Book Leveling and “get ready to read” program: Erin Schwarz
Erin Schwarz suggested to Mrs. Murzak, the Laurel Ledge principal, offering a presentation on the reader’s workshop program to the parents, especially incoming kindergarten parents, possibly before the summer reading program kickoff or in the fall as a get ready to read promotion. BFPL staff could participate to inform parents what the BFPL can offer. Since there is not enough room at library, this presentation would likely be held at the school.

XI. Announcements/Adjournment:

The next meeting will be held on January 11, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:32: L Chamenko/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk