



# The Beacon Falls Public Library

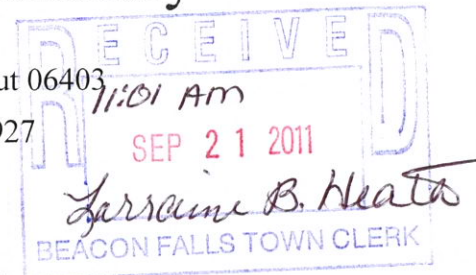
Library Board of Trustees

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## September 14, 2011 Meeting Minutes

- I. Call to Order: Chairman Lurana Siemenski called the meeting to order at 7:03 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Alex Chamenko, Lurana Siemenski, Linda Chamenko, Erin Schwarz (arrived at 7:25)

Members absent: Julie Fitzpatrick

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda: Priestley/L Chamenko; all approved.

- III. Approval of Minutes: The June 20, 2011 meeting minutes were reviewed. Motion to accept June 20, 2011 minutes: L Chamenko/A Chamenko; all others approved.

Correspondence: Received an interoffice memo dated August 22, 2011 from First Selectman Susan Cable concerning the clerk's rate of pay. All boards and commissions may accommodate clerk's pay as they see fit, provided they have enough money in their budget to pay for a raise. She asked the boards and commissions to notify the Board of Selectmen what, if any, raise they have approved for their clerk.

Marsha Durley commented that she built in extra funds in that budget line for 2011-2012. Motion to raise Library Board clerk's fee to \$37 for meeting attendance and \$17 per hour for administrative work to be implemented in this current budget: L Chamenko/Priestley; all approved.

**ACTION:** The Library Board clerk will respond on behalf of the Library Board of Trustees with a memo to Susan Cable and the Board of Selectmen regarding the approval of raising the clerk's fees.

- IV. Public Comment: Sue Dowdell  
Announced a butterfly release fundraiser sponsored by the Rotary Club of Beacon Falls. The Friends are selling 2012 calendars, and are having a membership drive.

- V. Friends' Report: Ken Priestley
- Friends' made a motion to renew and pay the \$35.00 annual membership to the CT FOL
  - FOL made \$755.75 net from June book sale.
  - Sunshine officer sent several sympathy, get well and thank you cards over the summer.
  - Seeking someone to replace Sue Dowdell as Vice President.
  - Seeking someone to replace Sue Dowdell to manage the ink cartridge project.
  - Rhonda Bielik is working on theater programs to bring to Region 16 schools.
  - FOL anniversary guessing jar contest continues.
  - FOL will have a booth at the October 1<sup>st</sup> Duck Race for face painting, popcorn, book bags, 2012 book lover's calendars, FOL logo shirts and final voting of the Paint-a-Duck contest.
  - Sue Dowdell is looking for help on grants/funding for the Community Media Center project.
  - October 21-22 will be the FOL book sale and pumpkin painting.
  - FOL will provide refreshments for Chris Bielik's talk on the Mexican-American War on Thursday September 29 at 6:30 PM in the Assembly Room.

VI. Community/Media Center Building Committee: Linda Chamenko/Sue Dowdell

Linda Chamenko, Bev Krenesky (from the Historical Society), Allison Sirowich, Ed Micklos, Ed Groth & Sue Dowdell visited 7 different CT libraries over the summer to get building ideas; some had community media centers in one facility.

The committee drafted a preliminary building plan and will solicit feedback from all members. Sue Dowdell will present final building program at their next meeting on September 28.

At the August 24, 2011 meeting, Sue Dowdell received approval to write to the Board of Selectmen requesting funds necessary to complete the RFQ/RFP preliminary design process. CMC member Bob Spear estimated that the cost for a preliminary design would be \$25,000, based on his work with the Region 16 Talmadge Road building committee.

At the September 12, 2011 Board of Selectmen meeting, Susan Cable stated they would discuss funding a preliminary design plan with the Board of Finance, but they don't see how they can transfer any funds at this time. Addressing funding may have to wait until after elections, but she wanted the CMC committee to continue with building plans. Susan Cable contacted State Senator Joe Crisco's office inquiring about available funding. The potential sale of a town owned cell tower may be a source of funding. The Board of Finance's stance is that this would be fiscally irresponsible at this time to fund a design.

VII. Long Range Planning: Potential Task Force members/Library site visits: Erin Schwarz

Much of this topic was covered under Community/Media Center committee. Showing the library video is on hold until decisions are made and plans are in place for the Wolfe Avenue property. Library Board of Trustees can't go out representing just the library anymore; there are too many unknowns at this time. The library has provided its piece to the CMC committee.

VIII. Library Director's Report: Marsha Durley  
June – end of 2010-2011 fiscal year

- Circulation was up a bit for the month, but down for year 3.5%
- In Laura Marcella's absence this summer, M Durley has spent more time working the circulation desk and observed that with the Evergreen system it is very easy to think you're checking out a book and it doesn't check out; staff must be careful to verify that the check out process was complete. Staff runs into the same problem with check-ins of materials.
- Program attendance was down for the year. Not having the signup sheets at the circulation desk and only online sign ups could be affecting the attendance. M Durley will suggest putting signup sheets back on the circulation desk because not all people use the online registration service. Lower summer program attendance also could have also been impacted because summer programs were scaled back due to the uncertainty of the budget, potential furloughs and staffing at the time the programs were planned at the beginning of the summer.
- Web site visits have increased, probably due to exposure on Facebook and online registrations.
- Volunteer hours were up with Ted Durley putting in 30 hours per week.
- End of year report shows budget surplus of \$3,166.60, however M Durley was not permitted to use it per a late June Board of Selectmen memo sent to all departments instructing them to stop spending and that no more purchase orders would be accepted.
- The BFPL spent \$1,000 on books for summer reading which finance department initially refused to pay until after July 1, 2011. Reneged upon intervention of Selectman Dominic Sorrentino.
- The BFPL CLC bills issued for payment in June had to wait to be paid until after July 1, 2011. Per the Finance Board, they bore July 1, 2011 invoice dates.
- M Durley requested direction from the Library Board on future purchases of multiple copies of books for summer reading as some end-of-the-fiscal year questions were raised about the appropriateness of the practice.

#### July – start of 2011-2012 fiscal year

- Circulation was about the same as a year ago; M Durley added library passes as a new line on the circulation list which will help the Friends gauge the use of the passes. E-books circulation was up 517% compared to July 2010.
- ILL was stronger than the same month last year; BFPL denied some loan requests because these books were on the Region 16 school reading lists.
- Web site visits increased over July 2010.
- The union-negotiated raises were added in the library budget. These were agreed under the last contract in 2009. Employees were originally subject to 10 furlough days per employee. M Durley presented a schedule to the Board: Marsha Durley will take 3<sup>rd</sup> Wednesdays off and Meg Gill will take 4<sup>th</sup> Wednesdays off. Upon further consideration, employee furlough days have been reduced to 8.
- She added copier leases as a separate budget line item.
- M Durley purchased, on the Library's Amazon corporate account, eight 4 GB flash drives to sell at cost to patrons needing storage devices to save documents created on library laptops. These purchases were deducted from the materials budget line (#1170), with any sales going into petty cash leaving the library budget line short. The library requests those proceeds be made available for other purchases from the materials line of the budget.

August:

- Circulation was the same as a year ago.
- Audio books: BFPL belongs now to southern circuit, quarterly meetings are held in Bethel (Marsha Durley attends in Laura Marcella's absence) to pick up audio books. BFPL staff used to go to Bethlehem when part of northern circuit.
- Passes were extremely popular this summer; computer usage was almost double over August 2010, probably due to power outages from Hurricane Irene. Patrons and non-patrons also came to the BFPL to charge their cell phones.
- The library was broken into and petty cash stolen from NYC bus trip monies. This was discovered on August 16, 2011, the day before the trip, \$254 in cash was missing, and a police report was filed. One check for the bus trip was returned to BFPL by the bank, a loss of \$153. It was suggested to take this matter to the police and have them investigate. **ACTION:** Linda Chamenko will follow up on the bounced check for the NYC trip and ask police what to do next.

IX. Old Business

- a. Bibliomation update: Marsha Durley  
BFPL was notified that at the Bibliomation Board of Directors meeting BFPL was granted full membership in Bibliomation.  
Memorial Day weekend migration problems are getting worked out.  
Over the summer the new libraries online complained that the computer system was slow, but no problems with delays were noted at BFPL.  
M Durley will take two webinars about OverDrive. No date yet on when Kindle owners can use OverDrive.
- b. Trustees listserv: Erin Schwarz  
Trustee leadership conference on Thursday November 10 in Hartford.  
**ACTION:** Erin Schwarz will forward the listserv email about a leadership conference to the other Trustees.
- c. Wall mural for young adult area: Linda Chamenko  
This was installed over the summer. The WRHS artists were featured in a photo in the Citizen's News.
- d. Impact to staffing when Assistant Librarian takes maternity leave  
Assistant Librarian Laura Marcella worked through July 1<sup>st</sup>.  
Cathy Van Epps was hired on July 5<sup>th</sup> to work 19 hours per week. She handles system hold requests through CCAR, and check outs, shelving books, among other duties.  
Ted Durley volunteers 30 hours per week. He handles ILL, cataloging, circulation desk coverage, pull lists for requests, and other duties.
- e. Praxair Grant discussion – Erin Schwarz  
E Schwarz did some research over the summer. She contacted the company to ask what their typical library grant is, what amounts, and what types of projects have received grants. She suggested waiting for the Community Media Center plan to be complete then apply for a large grant tied to this project. If small grants for

technology are available, she will pursue. The initial application is short; she suspects it would probably require more information once an application is accepted.

- f. Library Board donation to Building Fund [Note: Past donations approved by the Library Board: \$1,800 in March 2010; \$2,500 in May 2007]  
Motion to move \$1,000 from the Library Board checking account to the Janice Doll Building Fund account maintained by the Friends: Schwarz/Siemenski; all approved. Erin Schwarz commented that this shows a gesture of support to the building project.
- g. DVD cleaner – Marsha Durley  
She showed a stack of 15 DVDs that were returned damaged and rendered useless. Discussion ensued about the price and quality of DVD cleaners. M Durley has researched a model in the \$1,200 range.  
This subject will be revisited in December. It was suggested to use the DVD fines accrued towards this purchase and the Library Board matching that amount.

X. New Business

- a. 2012 meeting schedule memo was reviewed (January 11, February 8, March 14, April 11, May 9, June 13, September 12, October 10, November 14, December 12)  
Motion to approve 2012 Library Board of Trustees meeting schedule: Schwarz/L Chamenko; all approved. **ACTION:** Clerk will file the approved Library Board 2012 meeting schedule memo with the Town Clerk.
- b. November meeting – current Trustees are required to attend per town ordinance [Copies were provided to members.] According to the Town of Beacon Falls ordinance for biennial elections, members elected to the Library Board of Trustees shall take office on the 3<sup>rd</sup> Monday in November following this election. This would fall AFTER the normal meeting date of November 9, 2011.
- c. Library trip to the Museum of Natural History in NYC on August 17: reimbursement to Kenneth Capozzi for bus driver's tip.  
Motion to reimburse Kenneth Capozzi \$90 for the August 17 library bus trip to NYC: Schwarz/A Chamenko; all approved, with thanks.

XI. Announcements/Adjournment:

The next meeting will be held on October 12, 2011 at 7 p.m.

Motion to adjourn the meeting at 9:11: A Chamenko/Priestley; all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk