

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

10:38 AM

DEC 19 2011

Genda H. Beckwith

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:

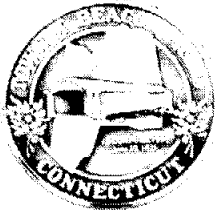
The next meeting will be held on January 11, 2012 at 7 p.m.

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

Respectfully Submitted,

Martha Melville
Library Board Clerk

16 2011



The Beacon Falls Public Library

Library Board of Trustees

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December 9, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

9:32 AM
DEC - 9 2011
Penda Beckwith

Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, December 14, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

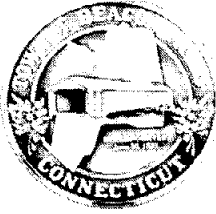
- I. Call to Order/Pledge of Allegiance
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report: Ken Priestley
- VI. Community / Media Center Committee Report: Linda Chamenko
- VII. Long Range Plan: create subcommittee to:
 - a. evaluate progress of current Long Range Plan
 - b. develop new library goals for next 5 years
- VIII. Library Director's Report: Marsha Durley
- IX. Old Business
 - a. Bibliomation update: Marsha Durley
 - b. Trustees listserv: Erin Schwarz
 - c. Praxair Grant application discussion/DVD cleaner: Erin Schwarz
 - d. Trustee Leadership Conference: Ken Priestley
 - e. 2012-2013 Budget discussions
- X. New Business
 - a. Library closing on Saturday December 24
 - b. Nominate Trustee for Library Board Secretary for correspondence duties
 - c. Laurel Ledge Book Leveling and "get ready to read" program: Erin Schwarz
- XI. Announcements/Adjournment

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

Respectfully submitted,

Martha Melville

Martha Melville, Clerk, Library Board



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1:17 PM

NOV 16 2011

Garrison B. Heath

November 9, 2011 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman pro tem Ken Priestley called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Lurana Siemenski, Julie Fitzpatrick, Ken Priestley, Alex Chamenko, Linda Chamenko, Erin Schwarz

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell and Library Board Trustee-elect Erik Dey

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

Trustees were introduced to Erik Dey. Chairman pro tem Ken Priestley expressed thanks from the Library Board to Julie Fitzpatrick and Lurana Siemenski for their time served.

- III. Approval of Minutes: The October 12, 2011 meeting minutes were reviewed. Motion to accept October 12, 2011 minutes: Fitzpatrick/L Chamenko; Erin Schwarz abstained as she was not present at the October meeting, all others approved.

Correspondence: Clerk Martha Melville received 3 Northeast Organic Farming Association publications [Guide to Organic Land Care 2011-2012; Farm & Food Guide 2011-2012; and, Introduction to Organic Lawns and Yard] from the Beacon Falls Conservation Commission that requested these pamphlets be placed in the BFPL reference section. Accepted by Marsha Durley.

- IV. Public Comment: Sue Dowdell
Reminder: the Friends' Holiday party will be at the Dowdell's on Sat. Dec. 3 at 6:30 p.m.
- V. Friends' Report: Ken Priestley

Due to the October 29 winter storm and power outages, the Friends' did not meet on November 1. The book sale on October 21 & 22 was a success earning \$735.00. Wanda Mulinski, Sue Dowdell, Rhonda Bielick and Martha Melville attended the CT FOL annual conference on November 5.

VI. Community/Media Center Committee Report/Long Range Plan: Linda Chamenko
The committee continues to work on the RFP and is awaiting direction from the new town administration. Next meeting is scheduled for November 16.

VII. Library Director's Report: Marsha Durley
Discussion about the Laurel Ledge reading program and how books are identified by different ability levels and how best to provide information and advise parents on book selections for their children.

ACTION: Erin Schwarz will contact Laurel Ledge about a joint "get ready to read" program with assistance from the Library Board.

- Phone bill: town receives one bill from Comcast, which can't be separated by department. For now the bill is paid from one town budget line item.
- Shared thank yous the BFPL staff received from patrons who used the library during the power outage and for getting e-books through Bibliomation.
- Reported that two WRHS teachers visited Meg Gill, Program Librarian, to discuss a possible collaboration on the "One Region, One Book" program.
- October adult circulation same as Oct. 2010, but juvenile circulation was down.
- E-books: 46 patrons have opened accounts on OverDrive to download e-books.
- ILL-Lent: more than double over the same month last year, probably due to more libraries connected via Bibliomation and more patrons making requests.
- New registrations for children high for the month as the kindergarteners from Laurel Ledge visited the library and got their first library card.
- October program attendance was strong due to the Arctic wolf visit.
- Slightly higher computer usage compared to October 2010, but probably not related to the snow storm/power outage as the library's internet service was down.
- Volunteer hours more than double over October 2010 as Ted Durley continues to volunteer.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Bibliomation will have a circulation meeting on November 15 starting at 9 AM. Member libraries will attend. It will be held in the Assembly Room, BFPL will sponsor. The Friends will provide refreshments. Bridgeport library will be brought online on Friday 11/11/11.

b. Trustee's listserv: Erin Schwarz nothing to report, reminder about leadership conference on November 10.

c. Praxair Grant discussion – Erin Schwarz

E Schwarz shared information she found while making various searches on grants given by the Praxair group over the last 2 years, she highlighted the ones given to CT libraries, mostly for computers. The funding request and application are online. She suggested the Library Board brainstorm ideas for a \$10,000-20,000 grant.

ACTION: Erin Schwarz will draft a Praxair Grant application based on a request from the BFPL staff and will present it to the board first.

It was suggested to request a grant for “patron services including job search” and lump many things under it such as computers and a DVD cleaner.

- d. DVD cleaner – Marsha Durley – nothing to report
- e. Trustee Leadership Conference – November 10 in Hartford
Ken Priestley will attend and report on it at the December meeting.

IX. New Business

- a. Budget discussions – Marsha Durley
M Durley anticipates that next year’s budget will be due to the Board of Selectmen by the end of January 2012. Items to consider in the 2012-2013 budget:
 - Hiring a new program librarian: What would be the salary range? Would it be equal to the person leaving?
 - Dues and fees, may increase by the time they are paid, need to allow in budget
 - Bibliomation readjusted fees schedule, may go down slightly, cannot increase more than 5% per year**ACTION:** M Durley will draft a preliminary 2012-2013 budget to present at the December Library Board meeting.

Note: A new Five-year plan is due in 2012 but this would most likely be incorporated into the Community Media Center plan.

X. Announcements/Adjournment:

The next meeting will be held on December 14, 2011 at 7 p.m.

Motion to adjourn the meeting at 7:57: **Siemenski/A Chamenko**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk



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Library Board of Trustees

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November 8, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

9:29 AM
NOV 18 2011
Junda Beckwith

Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, November 9, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

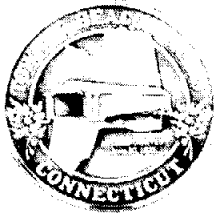
- I. Call to Order/Pledge of Allegiance
- II. Review of the Agenda
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- VI. Community / Media Center Committee Report/Long Range Plan
- VII. Library Director's Report
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 - a. Bibliomation update
 - b. Trustees listserv
 - c. Praxair Grant discussion
 - d. DVD cleaner
 - e. Trustee Leadership Conference – November 10 in Hartford
- IX. New Business
 - a. Budget discussions
- X. Announcements/Adjournment

The next meeting will be held on December 14, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

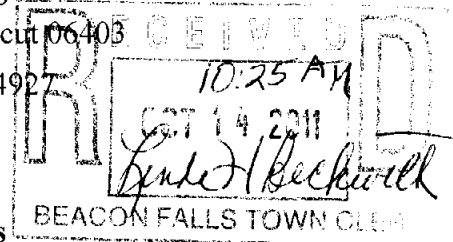
Library Board of Trustees

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October 12, 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: Lurana Siemenski, Julie Fitzpatrick, Ken Priestley, Alex Chamenko, Linda Chamenko

Members absent: Erin Schwarz

Staff present: Marsha Durley, Library Director

Public present: none

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

- III. Approval of Minutes: The September 14, 2011 meeting minutes were reviewed. Motion to accept September 14, 2011 minutes: A Chamenko/Priestley; Julie Fitzpatrick abstained as she was not present at the September 14 meeting, all others approved.

Correspondence: received memo dated 10/12/11 from Mary Ellen Gill announcing her pregnancy and anticipated leave. Her due date is April 11, 2012 and she expects to work until March 30, 2012. She will plan events ahead especially the summer reading program. In January 2012, the Library Board will start searching for a replacement.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Friends' treasurer distributed the Oct 1, 2010 – Sep 30, 2011 budget with estimated and actual amounts.
- FOL checkbook balance as of 9/30/11 was \$1,835.07
- CMC committee is working on preliminary specifications for a 22,000 sq ft building to include storage and sale areas for the Friends, voting booth storage, kitchen, art room, computer training center, meeting rooms, small office/home office space with copiers, and a common room that can be divided.
- CMC committee is writing the Request for Proposal/Request for Qualifications for preliminary design for the architect, and awaiting funding to pursue.

- 228 Facebook fans
- Adding dates to the town calendar on town web site.
- Calendar sales, 14 sold so far.
- Paint-a-Duck netted \$292.93 profit.
- May amend by-laws to increase executive board to 6 members, which may help in getting fundraising grants.
- Sue Dowdell shared info on the Nonprofit Assistance Initiative including their workshops and other support offered.
- Book Sale/Pumpkin Painting will be October 21-22.
- Election of Officers: President – Wanda Mulinski, VP – Paula Pelletier, Treasurer – Isabelle Culotta, Secretary – Martha Melville
- Received a request from BF Park & Rec to offer refreshments at their pumpkin carving event on October 29. The Friends declined their invitation.

VI. Community/Media Center Committee Report/Long Range Plan: Linda Chamenko

Linda Chamenko presented the article that was in the October 7, 2011 Citizen's News. The committee is awaiting funding for the RFP/RFQ to move forward.

VII. Library Director's Report: Marsha Durley

In September, circulation continued to drop despite a strong circulation of adult materials; e-books circulation tripled over same month last year;

Received a call from the Salem Library asking if BFPL was experiencing a drop in circulation as they were as well.

ILL borrowed down, ILL lents have doubled because now the BFPL is part of a larger Bibliomation consortium.

Program attendance was up in September 2011 compared to a year ago. BFPL had a request from LRMS to assist 6th graders with getting library cards. Meg Gill spent almost a full day there.

Computer usage was down from the same time last year; volunteer hours were higher than in 2010 as Ted Durley continues to volunteer 30 hours per week.

ACTION: Marsha Durley will check on the library phone bill as Comcast hasn't billed library yet after the phone system problems over the summer.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Bibliomation will have a circulation meeting on November 15. Member libraries will attend. It will be held in the Assembly Room, BFPL will sponsor. The FOL will provide refreshments.

KINDLE owners can now use OverDrive to download e-books.

As of 12 October 2011, 45 patrons have created accounts and are using this service.

Currently, BFPL owns 89 e-books/audio books. E-books cost more than a print book.

M Durley explained that there are excellent reports available through OverDrive to help determine what to purchase based on the holds requested for materials.

b. Trustees listserv: Erin Schwarz - No report

OCT 14 2011

- c. Praxair Grant discussion – Erin Schwarz - No report
- d. DVD cleaner – Marsha Durley
She researched several models ranging in price from \$1,300 – \$7,500. She will look into any possible discounts through CLC and inquire what other libraries are using.
- e. NYC bus trip bad check resolution: The \$153 was recouped in the form of a money order. Linda Chamenko worked with BFPD Officer Blakeman to help get this resolved.

IX. New Business

- a. Nomination(s) for Chairman pro tem to start at November’s meeting
Julie Fitzpatrick nominated Ken Priestley who accepted the Chairman pro tem position to start in November 2011 until elections are held in April 2012.
- b. Suggestions for book purchases in honor of outgoing Trustees (Siemensi & Fitzpatrick)
Julie Fitzpatrick requested Pumpkin Jack.
Lurana Siemensi requested a psychology book for the Nicholas A. Bielik Reference Center.
- c. Trustee Leadership conference – November 10 in Hartford
Ken Priestley and Linda Chamenko are interested in attending. They will check their schedules and contact Erin Schwarz about attending.
- d. Gingerbread decorating workshop: assistance with supplies
To avoid a deficit on the gingerbread workshop, Library Board Trustees agreed to bring candy to the next meeting from a shopping list provided by Program Librarian, Meg Gill. Kits will be from the Beacon Falls Bakery & Deli, same as last year. M Durley will ask the participants to bring a non-perishable food item for the food pantry on the day of the workshop.

X. Announcements/Adjournment:

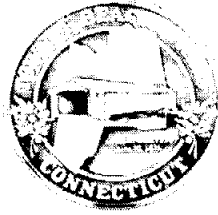
The next meeting will be held on November 9, 2011 at 7 p.m.

Motion to adjourn the meeting at 8:10: Fitzpatrick/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk

OCT 14 2011



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

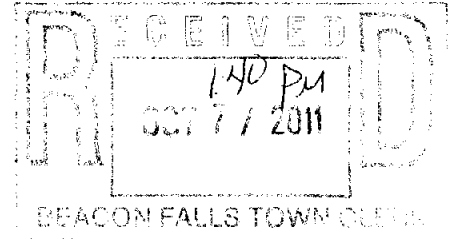
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October 7, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, October 12, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

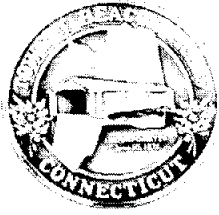
- I. Call to Order
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- VII. Library Director's Report
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 - b. Trustees listserv
 - c. Praxair Grant discussion
 - d. DVD cleaner
 - e. NYC bus trip bad check resolution
- IX. New Business
 - a. Nomination(s) for Chairman pro tem to start at November's meeting
 - b. Suggestions for book purchases in honor of outgoing Trustees (Sieminski & Fitzpatrick)
 - c. Trustee Leadership conference – November 10 in Hartford
 - d. Gingerbread decorating workshop: assistance with supplies
- X. Announcements/Adjournment

The next meeting will be held on November 9, 2011 at 7 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martha Melville".

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

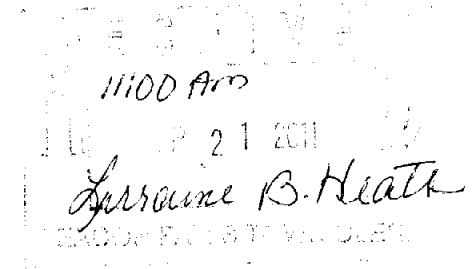
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www.mybflib.org

September 21, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

The Library Board of Trustees will hold regular meetings in the Connie Christensen Children's Room of the Library on the following Wednesdays at 7 p.m.:

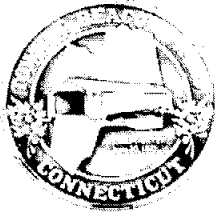
October 12, 2011
November 9, 2011
December 14, 2011
January 11, 2012
February 8, 2012
March 14, 2012
April 11, 2012
May 9, 2012
June 13, 2012
September 12, 2012
October 10, 2012
November 14, 2012
December 12, 2012

Respectfully Submitted,

Martha Melville

Martha Melville
Library Board Clerk

Cc: Library Board of Trustees
Library Director, Marsha Durley
Karen Wilson



The Beacon Falls Public Library

Library Board of Trustees

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www.mybflib.org

11:01 AM

21 2011

Lorraine B. Heata

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 1st 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.
- I.I. 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 3rd Wednesdays off and Meg Gill will take 4th 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 1st
Cathy Van Epps was hired on July 5th 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 3rd 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



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

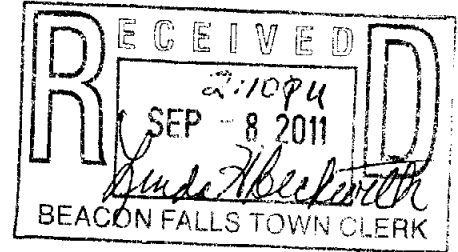
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September 8, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

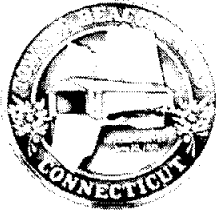
The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, September 14, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Community / Media Center Committee Report
- VII. Long Range Planning: Potential Task Force Members /library site visits
- VIII. Library Director's Report
- IX. Old Business
 - a. Bibliomation update
 - b. Trustees listserv
 - c. Wall mural for young adult area
 - d. Impact to staffing while Assistant Librarian is on maternity leave
 - e. Praxair Grant discussion
 - f. Library Board donation to Building Fund
 - g. DVD cleaner
- X. New Business
 - a. 2012 meeting schedule
 - b. November meeting - current Trustees required to attend per town ordinance
 - c. Library August 17 NYC bus trip: reimbursement to Kenneth Capozzi for bus driver's tip
- XI. Announcements/Adjournment

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

Respectfully submitted,

Martha Melville, Clerk, Library Board



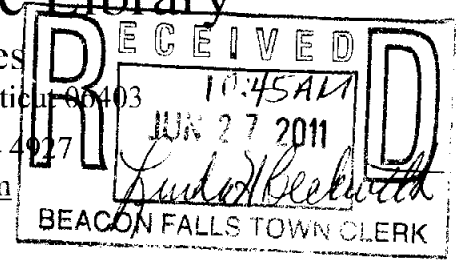
The Beacon Falls Public Library

Library Board of Trustees
10 Maple Avenue, Beacon Falls, Connecticut 06403

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June 20, 2011 Meeting Minutes

Note: This is the regular June meeting which was rescheduled due to lack of quorum for the June 8, 2011 meeting.

- I. Call to Order: Chairman Lurana Siemenski called the meeting to order at 7:08 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Julie Fitzpatrick, Alex Chamenko, Lurana Siemenski, Linda Chamenko

Members absent: Erin Schwarz

Staff present: Marsha Durley, Library Director; Meg Gill, Program Librarian

Public present: Joshua Carey, Connecticut Community Foundation; Sue Dowdell

- II. Review of Agenda: L Siemenski suggests giving the floor to the guest before conducting the regular meeting business.

Joshua Carey from the Connecticut Community Foundation attended to present a \$500 grant check to the BFPL for their October 18 Ambassador Wolf program. He distributed information packets to board members and highlighted donations made to organizations in Beacon Falls.

The agenda was reviewed. L Siemenski adds under New Business: d. DVD cleaner.

Motion to approve amended agenda: Fitzpatrick/L Chamenko; all approved.

- III. Approval of Minutes: The May 11, 2011 meeting minutes were reviewed. Motion to accept May 11, 2011 minutes: A Chamenko/Siemenski; J Fitzpatrick abstained as she was not present at the May meeting; all others approved.

Correspondence: Thank you from Laura & Gary Marcella for baby gift.

- IV. Public Comment: NTR

V. Friends' Report: Ken Priestley

- The Friends' received an official proclamation from the Town of Beacon Falls in recognition for their 20th anniversary.
- The FOL executive board met on May 16 with a representative from the Connecticut Community Foundation about investing in their advising funds. The Friends' voted to make the \$10,000 minimum investment required from building fund monies in FOL accounts to establish an account with the Connecticut Community Foundation.
- President Wanda Mulinski thanked everyone who helped with the book sale and a special thank you to Joe and Sue Dowdell for hosting the 1st annual picnic on Sat. June 4th.
- Vice-President Sue Dowdell distributed membership cards to members at the meeting. Lifetime membership cards will be laminated.
- Marsha Durley requested the Friends subsidize seats for the August 17 NYC bus trip to the Museum of Natural History. The Friends' voted to subsidize up to 5 seats in case the bus isn't completely sold out.
- Wish List: Laptop: For library staff use, for the Program Librarian to do internet research and to use for multimedia presentations. The Friends' voted for Ken Priestley to purchase a laptop and accessories for official library staff use.
- Fireworks - July 9, 2011: Wanda Mulinski will send out email reminder and request people to bake.
- The Friends' approved paying the booth fee for the October 1st Duck Race to do face painting and sell popcorn.
- Paint-a-Duck: Paula Pelletier will help Sue Dowdell develop a paint-a-duck contest and have the public vote for their favorite on display in the library. Sue Dowdell received authorization to purchase paint-a-duck kits. Sales will begin at the July 9 Family Fun fireworks and the rest will be sold at the library.
- New shirts with logo are done. Several Friends wore them in the Fireman's Parade on June 11, 2011.
- Book Sale: Friday, June 3rd & Saturday, June 4th: Made \$748.25
- Book Lover's 2012 Calendar: Sue Dowdell received authorization to order 24 to sell at the Duck Race and October book sale.
- Election of Officers for 2011-2012: Wanda Mulinski asked if anyone who would like to hold an officer position. She will send email request asking if anyone is interested. Sue Dowdell requested for someone to step up as Vice President as she will be more heavily involved in the Community Media Center Committee next year.

VI. Community/Media Center Building Committee: Linda Chamenko/Sue Dowdell
Next meeting on June 22, Sue Dowdell met with Ann Merriam Feinberg from the Connecticut Community Foundation about funding for this project. She said any funding from the Friends would need to be segregated from the community center piece, as the Friends can only support library functions.

This committee expects some state funding and other organizations can contribute funds as well, i.e. historical society, and parks and recreation.

Sue Dowdell and Ed Micklos volunteered to co-chair the committee.

The Board of Selectmen voted to make the alternates permanent members. Committee members are: Doug Bousquet, Bob Spear, Ed Groth, Steve Ruhl, Linda Chamenko, Sue Dowdell, Art Daigle, Allison Sirowich, and Ed Micklos. Kirk Schulz has stepped down from committee.

Bob Spear recommended a 3-year time line to build and open this facility. JUN 27 2011

This committee needs to review the library building program written by Rodney Perry and add new pieces to the document as needed (e-books and other digital items to reduce the demand for printed books).

Library Support Stories: S Dowdell suggested getting public testimonials to promote a new media center and having the Library Board conduct an essay and/or video contest to generate interest from people regarding how the BFPL has changed or affected their life in a positive way emphasizing how a 'community media center' will be beneficial to them personally.

Each committee member has a specialty area to report on. Re salvaging house items (ice box, servant's call box, glass door knobs, bathroom fixtures, wall sconces): the committee will get an impact report as demolition options are still being discussed.

- VII. Long Range Planning: Potential Task Force members/Library site visits:
Erin Schwarz reported via email that library video presentations to local groups and organizations will resume in September. Library Board members should continue to make library site visits with an emphasis on a community/media center facility and provide input to Linda Chamenko for the Community/Media Center committee.

- VIII. Library Director's Report: Marsha Durley
Survey results: 46 responses to 7-question survey; shared some of the responses.
Sue Dowdell posted instructions on how to create an account on the library web site.
Summer reading lists were received very late; Laurel Ledge list didn't change; LRMS list promised no significant changes however on the list delivered to BFPL, which had a total of 75-80 books from last year, 36 titles were deleted and 20 titles were added. WRHS lists were received from the Prospect library and had some changes. M Durley ordered multiple copies of the new titles; there are other summer reading lists for AP courses.
Volunteer Doug Burke did the master list for Laurel Ledge. **ACTION:** Julie Fitzpatrick will send Doug Burke a thank you note for this very time consuming task of compiling the master summer reading list for Laurel Ledge elementary school.
Marsha Durley requested a check from the Library Board for \$425.00 for the January through May late DVD fines made payable to Amazon to cover recent DVD purchases.
M Durley also requested a check to pay for the globe slinkies for \$200.00 (from the Lorna Baldwin memorial account) made payable to CLC for the summer reading program.

Circulation in May dropped slightly compared to May 2010; overall for the year circulation is down about 4% compared to 2010.

ILL borrowed doubled from previous year, ILL lent was up more than 50%.

C-car loans were down for the month, but same as last year.

Registrations down a bit from last year.

Program attendance was down for the month compared to 2010,

Library services: computer usage hours down, fewer users, more web site visits.

Volunteer hours: up 250% due to Ted Durley's hours in volunteering to cover for Laura Marcella's anticipated maternity leave.

Financial report: on track for the end of the budget year, library materials will cover the summer reading books, plus M Durley purchased \$900 in e-books and downloadable books.

Dues & fees were recently paid, there is only \$175 left in dues and fees line.

JUN 27 2011

Professional Development: haven't used any of the dollars in budget. Either the staff can't afford to take the time to attend or the events they attend are free.

The balance of the programming budget will be committed.

ACTION: Ken Priestley will shop for another laptop for patron use with the computer line item balance and Marsha Durley will purchase 5 licenses from TechSoup provided there are no outstanding computer fees required for this balance.

Motion for Ken Priestley to shop for laptop and software: **Fitzpatrick/L Chamenko**; all approved.

IX. Old Business

a. Bibliomation update: Marsha Durley

Evergreen migration was delayed a week. Despite problems, the libraries went online, there were many glitches, but all libraries are now connected. There were mixed reviews from those libraries about this new system.

M Durley attended the annual Bibliomation meeting on June 15 in Middlebury.

Hold requests have increased 10-fold since the other libraries have come online, instead of 3 or 4 per day; BFPL now gets 30-40 per day. These will be counted as ILL loans. Bibliomation staff is looking for a new project to use the Overdrive capability. They would like to convert documents and publications to pdf format and make them available as downloads. M Durley suggested using the Beacon Falls Centennial book as a test subject. The Library Board agreed.

b. Trustees listserv – Erin Schwarz – N/A

c. Wall mural for young adult area: Linda Chamenko

The painted mural sections are in L Chamenko's basement and are ready to be installed. She will bring it to library and contact the Citizen's News for a photo with WRHS seniors who created it once it's installed.

d. Impact to staffing when Assistant Librarian takes maternity leave

Erin Schwarz wrote a letter to the Board of Selectman and Board of Finance on behalf of the Library Board. A volunteer was hired to work 20 hours per week to be back up on the desk as a library assistant. She will start July 18 or sooner if L Marcella has left and stay on until the Assistant Librarian returns. She will begin training during her regular volunteer hours.

e. Praxair Grant discussion – Erin Schwarz provided grant application information to the library staff. **ACTION:** Erin Schwarz will continue to research the Praxair grant history to get an idea of projects they have funded and solicit ideas for a grant from the library staff and work on that over the summer.

f. Loan policy for sound system purchased by Friends – Ken Priestley

Ken Priestley amended the Wii gaming system loan policy for the sound system including the current replacement fees.

Motion to adopt the policy for loaning the sound system: **L Chamenko/A**

Chamenko; all approved. The Library Board Clerk will file this policy with the June 20, 2011 meeting minutes.

JUN 27 2011

X. New Business

- a. Visit by Connecticut Community Foundation representatives/check presentation/photo shoot
- b. Library Board donation to Building Fund – tabled until September
- c. Advance a \$500 deposit to Kelley Transit or Nason (payee needs to be clarified) for a summer trip to the Museum of Natural History in NYC on August 17
Motion to advance a \$500 deposit to Kelley Transit for a library-sponsored bus trip to the Museum of Natural History in NYC on August 17: Fitzpatrick/Siemenski; all approved.
- d. DVD cleaner -
It may be possible to obtain through a grant.

XI. Announcements/Adjournment:

Chairman Lurana Siemenski appointed Ken Priestley to sign off on bills in her absence over the summer.

The next meeting will be held on September 14, 2011 at 7 p.m.

Motion to adjourn the meeting at 8:58: Fitzpatrick/A Chamenko; all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk

Attachment:

Lending Contract Agreement Beacon Falls Public Library:
Public Address System

JUN 27 2011

**Lending Contract Agreement
Beacon Falls Public Library**

Terms:

1. The Beacon Falls Public Library will lend their Public Address System with wireless microphone to non-profit organizations, town entities, and businesses that reside or are taxpayers in the Town of Beacon Falls.
2. The Beacon Falls Library will require that the lender hold a current library card and may request to see your driver's license.
3. The Beacon Falls Library will require a deposit/payment in full by cash, check or credit card before use.
5. The Patron is responsible for checking the equipment carefully and thoroughly, as the Patron will be responsible for any damages found to the equipment.
6. The Beacon Falls Library will not assume any responsibility where the Patron has overlooked damages, etc.
7. The Patron will verify that they have the ability and knowledge to use this item in a safe and responsible manner. The Beacon Falls Library will not provide training on its use except a brief overview at the time of pick-up.
8. It is understood that the Patron is responsible for notifying the Beacon Falls Library during the loan period of any equipment malfunctioning or related operational problems.
9. The Patron must pay and is responsible for loss, theft or damage from any cause whatsoever incurred while in possession of the library equipment. Patron will be charged for any late fees, repairs or replacement, including parts and accessories. The current replacement fee for the amplifier, speakers and cables is \$325. The current replacement fee for the wireless microphone system is \$200. The current replacement fee for the speaker stands is \$60 per stand.
10. If the Patron/Lessee returns the equipment late, they will be charged \$25.00 per day, as a late fee.
11. Extension of rental period/dates must be confirmed at least two hours before the lapse of the original loan agreement to insure availability of equipment.

Pick-Up

The equipment may be picked up during library hours by prior arrangement.

Return

The equipment must be returned during library hours by arrangement.

JUN 27 2011

Rates:

As noted above, the Beacon Falls Library will loan to non-profit organizations, town entities, and businesses that reside or are taxpayers in the Town of Beacon Falls.

Non-Profit organizations, local businesses and town entities: No charge

Deposit: \$25

Late Fee: \$25 per day per item

I HAVE READ AND AGREE WITH THE ABOVE TERMS.

Organization or Business Name:

Contact Person:

Address:

Phone #

E-Mail:

Loan Date:

Loan Pick-Up Time:

To be returned by:

Date:

Time:

Signature:

Date:

Printed Name:

BFPL Staff signature:

Date:

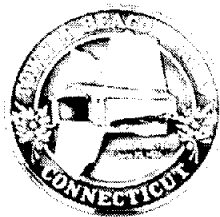
Received payment of:

As Cash _____ Check _____

Driver's license information (if needed):

Adopted: June 20, 2011

JUN 27 2011



The Beacon Falls Public Library

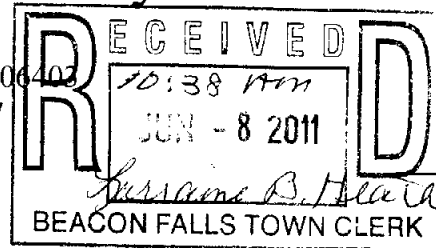
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729-1441 • fax: (203) 729-4927

beaconfallslibrary@yahoo.com

www.mybflib.org



June 8, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

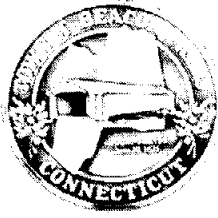
Dear Mr. Novak:

Due to a lack of quorum for its June 8 regularly scheduled meeting, the **Library Board of Trustees** will reschedule its meeting to **Monday, June 20, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Community / Media Center Committee Report
- VII. Long Range Planning: Potential Task Force Members /library site visits
- VIII. Library Director's Report
- IX. Old Business
 - a. Bibliomation update
 - b. Trustees listserv
 - c. Wall mural for young adult area
 - d. Impact to staffing when Assistant Librarian takes maternity leave
 - e. Praxair Grant discussion
 - f. Loan policy for sound system purchased by Friends
- X. New Business
 - a. Visit by Connecticut Community Foundation representatives/check presentation/photo shoot
 - b. Library Board donation to Building Fund
 - c. Advance a \$500 deposit to Kelley Transit or Nason (Payee needs to be clarified) for a summer trip to the Museum of Natural History in NYC on August 17
- XI. Announcements/Adjournment
The next meeting will be held on September 14, 2011 at 7 p.m.

Respectfully submitted,


Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

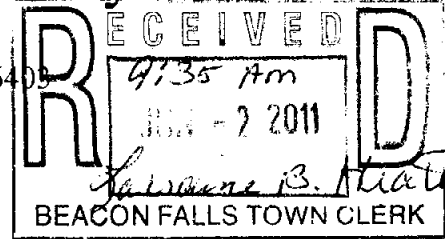
Library Board of Trustees

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June 2, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Novak:

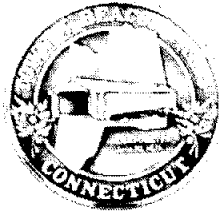
The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, June 8, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Community / Media Center Committee Report
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- XI. Announcements/Adjournment

The next meeting will be held on September 14, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

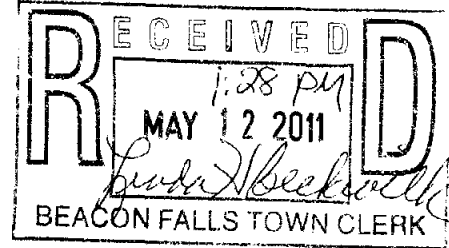
Library Board of Trustees

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www.bflib.org



May 12, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Novak:

The **Library Board of Trustees** will hold a special meeting on **Wednesday, June 1, 2011, at 1:00 p.m.**, in the **Assembly Room** of the **Beacon Falls Town Hall**.

The agenda will be as follows:

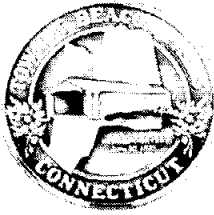
- I. Meet with library staff individually
- II. Evaluation of Head Librarian
- III. Announcements/Adjournment

Respectfully submitted,

A handwritten signature in cursive script that reads "Martha Melville".

Martha Melville
Clerk, Library Board

cc: Board of Selectmen



The Beacon Falls Public Library

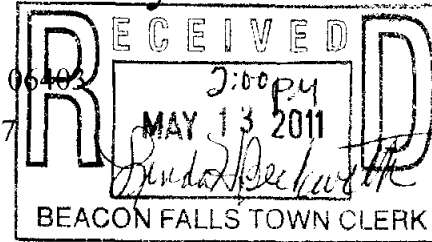
Library Board of Trustees

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May 11, 2011 Meeting Minutes

- I. Call to Order: Chairman Lurana Siemenski 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, Lurana Siemenski, Linda Chamenko, Erin Schwarz (arrived at 7:26)

Members absent: Julie Fitzpatrick

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. L Siemenski adds under New Business b. Set date for BFPL staff evaluations in June. M Durley adds under New Business c. Library Online Survey. Motion to approve amended agenda: Siemenski/A Chamenko; all approved.

- III. Approval of Minutes: The April 13, 2011 meeting minutes were reviewed. Motion to accept April 13, 2011 minutes: L Chamenko/K Priestley; all approved.

Correspondence: none

- IV. Public Comment: Sue Dowdell

There was a posting on the CT state library listserv on May 11 stating that Plan B of the Governor's budget (if Union concessions aren't made) would close the CT state libraries including service centers, C-car; and all state library employees would be laid off.

Reminder of June 9 Libratects Workshop and asked if any board member would attend.

On May 16 Sue Dowdell will attend a library space planning meeting at the Middletown Library Service Center with Susan Cable and 3 other members of the new Community/Media Center building committee.

On April 18 S Dowdell and M Durley presented the library video to the Rotary Club.

S Dowdell noted that many of the goals in the long range plan have been met, asks if the Library Board plans to update the Long Range Plan.

S Dowdell comments that it is not right to use volunteers to cover the absence during BFPL maternity leave.

S Dowdell suggested that the Library Board fund a DVD cleaner on the library wish list.

V. Friends' Report: Ken Priestley

- Wanda Mulinski & Sue Dowdell attended an FOL boot camp on April 9 and got ideas for membership and book sales.
- Membership: currently 48 members, created a new fee structure, membership list will be posted online via wiki for members only to view.
- Nicholas A. Bielik Reference section: M Durley purchased two book series: one on famous people of 20th century and one on composers and musician of the 20th century both of which also have online databases.
- An external hard drive was purchased for library staff use for backing up files.
- Children's theater/Matthies grant: R Bielik has a potential music ensemble to present at the high school level.
- Guessing jar: had first winner in April, May theme is gardening.
- Flowers/bulb fundraiser: will discuss at June meeting, may conduct in the fall.
- By-laws were reviewed, no changes.
- New shirts with FOL logo: the Friends will have NEJ digitize logo for use on shirts.
- Book sale: Friday June 3 from 6-8 PM & Sat. June 4 from 9-noon; FOL members may enter at 5 PM on June 3. FOL membership cards will be ready for pick up at sale.
- Fireman's parade: Saturday June 11 at 6 PM, FOL will march
- Tuesday May 31 Chris Bielik will make a presentation on the Mexican-American War, Friends will provide refreshments.

VI. Community/Media Center Building Committee: Linda Chamenko

This committee will have its first official meeting on Wednesday May 25 and they will tour the 35 Wolfe Avenue house at 6 PM to look for historical items to save for a possible new building. They will make a list of project ideas and elect officers. Committee members are: Doug Bousquet, Bob Spear, Ed Groth, Steve Ruhl, Linda Chamenko, Sue Dowdell, and Kirk Shultz. Alternates: Art Daigle, Allison Sirowich, Ed Micklos.

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

Two lists of names were reviewed, Erin Schwarz suggests contacting those people to see what local groups they are involved in and ask if they can be a liaison between that group and the library. Visiting various groups to present library video will probably begin this fall.

Library site visits: Erin Schwarz stated that she is still willing to visit libraries, but would like new building committee members to go as well.

ACTION: At the Community/Media Center Building Committee May 25 meeting Linda Chamenko will ask for clarification on what the Library Board role should be and if the Library Board should continue to make library site visits. She will also ask what else the new committee wants from the Library Board.

VIII. Library Director's Report: Marsha Durley

Circulation for April was 4% below last year; e-books, audio books and video circulations were all down for April compared to the same time last year. ILL was way up, and program attendance was strong. Computer usage & users were also down. The BFPL budget is right on target through the end of the fiscal year. Region 16 summer reading lists are not yet available, but the elementary and middle school aren't expected to change from last year.

MAY 13 2011

The BFPL summer reading program is on hold pending approval of the town budget. There will be a reading program, kids will get bags when they sign up, but availability of staff to run programs during the week is questionable. It is unknown at this time if there will be library staffing available to run additional programs.

M Durley acquired several metal, library-quality book shelves offered through the CT FOL listserv to a worthy Friends' group. Ted Durley picked them up in Middletown. These shelves will be installed in the hallway to expand the FOL book sale books and a few will go in the adult room and young adult area for the to enlarge the large print book and adult fiction collections and house books for the high school summer reading program.

IX. Old Business

a. Bibliomation update: Marsha Durley

Bibliomation is still on target to bring the majority of other libraries online over Memorial Day weekend. This will mean more borrowing power for BFPL with the addition of 50+ more libraries in the system.

b. Trustees listserv – Erin Schwarz - NTR

c. Wall mural for young adult area: Linda Chamenko
The mural is complete but not installed.

d. Impact to staffing when Assistant Librarian take maternity leave

Ted Durley has been volunteering 30 hours per week to help out and has been in training for the past month.

ACTION: Erin Schwarz will draft a letter by Friday May 13 and share with other Library Board members for their input to send to the Board of Selectmen, Board of Finance and possibly the union about the Board's staffing concerns and shortages when the Assistant Librarian goes on maternity leave over the summer. The memo will include the list of the Assistant Librarian's duties and the amount of training required to learn these duties to fill in during her absence. The Library Board felt that the union needs to be informed that an unpaid volunteer is temporarily filling in for a 30-hour fulltime employee on leave. The Library Board will request funding to hire temporary staff. This memo will be sent to the Board of Selectmen for consideration at their Monday May 16 meeting and to the Board of Finance for their meeting on May 17.

e. Praxair Grant discussion - NTR

X. New Business

a. Loan policy for sound system purchased by Friends

ACTION: Ken Priestley will amend the Wii gaming system loan policy for loaning the sound system and will present to the board at the June meeting for approval.

b. Set date for special meeting of Library Board for BFPL staff evaluations in June
A special meeting is set for Wednesday June 1 at 1 PM for the Library Board of Trustees to conduct BFPL staff evaluations.

MAY 13 2011

- c. Library online survey – survey about library services compiled by Sue Dowdell, Marsha Durley & Martha Melville
The survey will be available through a link from mybflib.org, the link will be listed on the Friends' Facebook page, and an event brite emailing will go out. The survey will run for one month. A few hard copies will be available at the circulation desk. The Library Board approved conducting this survey.

XI. Announcements/Adjournment:

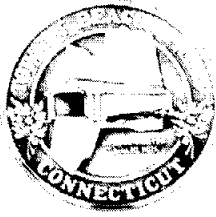
The next meeting will be held on June 8, 2011 at 7 p.m.

Motion to adjourn the meeting at 9:05: **L Chamenko/Siemenski**; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk

MAY 13 2011



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

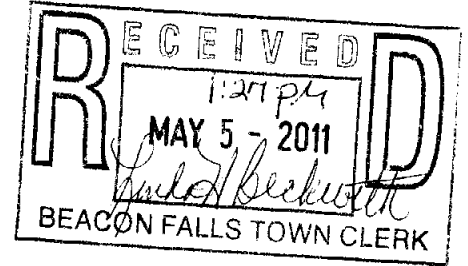
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beaconfallslibrary@yahoo.com

www.mybflib.org

May 5, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, May 11, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Community / Media Center Committee Report
- VII. Long Range Planning: Potential Task Force Members /library site visits
- VIII. Library Director's Report
- IX. Old Business
 - a. Bibliomation update
 - b. Trustees listserv
 - c. Wall mural for young adult area
 - d. Impact to staffing when Assistant Librarian takes maternity leave
 - e. Praxair Grant discussion
- X. New Business
 - a. Loan policy for sound system purchased by Friends
- XI. Announcements/Adjournment

The next meeting will be held on June 8, 2011 at 7 p.m.

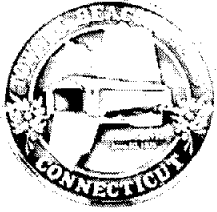
Respectfully submitted,

Martha Melville, Clerk, Library Board

RECEIVED
11:33 AM
APR 15 2011

William B. Steer
TOWNSHIP CLERK

Library



The Beacon Falls Public Library

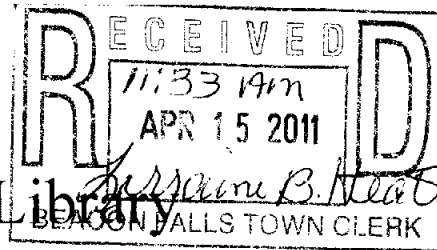
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 -1441 ▪ fax: (203) 729 - 4927

beaconfallslibrary@yahoo.com

www.mybflib.org



April 13, 2011 Meeting Minutes

- I. Call to Order: Chairman Lurana Siemenski called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Julie Fitzpatrick, Ken Priestley, Erin Schwarz, Alex Chamenko, Lurana Siemenski, Linda Chamenko

Staff present: Marsha Durley, Library Director

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

- III. Approval of Minutes: The March 9, 2011 meeting minutes were reviewed. Motion to accept March 9, 2011 minutes: L Chamenko/Schwarz; all approved.

Correspondence: Thank you for volunteering certificate to the Library Board from First Selectman Susan Cable. Thank you to Chairman Siemenski from Jean Rastowsky for representing the Library Board at "Beacon Falls Loves to Read Day" program at Laurel Ledge.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Correspondence – Letter was sent to First Selectman Susan Cable asking permission to use Assembly Room for book sale in June, filled out form to put book sale signs around town.
- Scrabble: net profit \$2,487.41
- Motion made to transfer \$2,300.00 from the checking account to Scrabble building fund.
- Thank you to Sue Dowdell and everyone who helped with the Scrabble Tournament to make it a huge success – thank you to Martha & Sue for Pampered Chef fundraiser and everyone who supported it
- Sue Dowdell and Wanda will attend FOL Boot Camp Sat., April 9, 2011 in Middletown
- BFPL staff is gearing up for busy April vacation week, many activities planned, some will be outside. Summer reading program planning has started as well.
- Kudos on the Facebook page to keep the community informed.
- OPAC computer (library catalog) now working out in hallway, it needs to be advertised better to get more patron use.

- Wish list: Proquest rep provided the License Agreement to order product and a quote of \$1,025 for an annual subscription for the library. No discussion.
 - Wish list: Laptop: Marsha Durley will check with Bob Desrochers on prices and availability for a laptop with Windows 7.
 - Wish list: External hard drive for library staff use to back up files was purchased and installed by Ken Priestley. Back ups are being done automatically.
 - Wish list: Microphone/speaker: Ken Priestley purchased a system for use during library programs.
 - The Friends plan to march in the BF Fireman's parade on Saturday June 11.
- VI. Community/Media Center Building Committee: Linda Chamenko
 First meeting will be on April 14, 2011
 Erin Schwarz requested that Linda Chamenko bring up the library site visits and what the Library Board role should be.
- VII. Long Range Planning Goals Task Force formation/Library site visits
 Sue Dowdell and Marsha Durley will present the library video at the Rotary Club meeting on Monday April 18.
 On Tuesday April 19 Marsha & Sue will meet with the town grant writer and research building grants.
 Discussion ensued about forming a task force to present the library video to outside organizations. The Library Board of Trustees will revisit the original task force volunteer lists made when the long range plan was completed. **ACTION:** Library Board members will look for their lists of potential task force members and review them at the May 11 meeting.
 Library site visits: Erin Schwarz suggests keeping the new building committee informed and that these visits should be done jointly.
- VIII. Library Director's Report: Marsha Durley
 Circulation continues to be 4% lower than in 2010; ILL up 35% for borrowed and up 63% for lent; adult registrations strong in March. Program attendance was down a bit in March. Computer usage hours were down in March, the number of users decreased slightly, web site visits were up. Volunteer hours were up in March. The supplies budget is exhausted but staff can borrow from library materials portion of the line item, if necessary. Programming funds have been committed through the rest of the year. The summer reading program is in limbo because of budget concerns.
- IX. Old Business
- a. Bibliomation update: Marsha Durley
 Bibliomation is still on target to bring the majority of other libraries online over Memorial Day weekend. Marsha will attend an Overdrive (e-books) meeting next Wednesday April 20 at the Middlebury library. One e-book publisher is considering putting limits on the circulation of titles.
 - b. Trustees listserv – Erin Schwarz - NTR
 - c. Wall mural for young adult area: Linda Chamenko
 Linda has talked to the students; their artwork is almost finished and may be ready for the Friends' Open House on April 30.

- d. Review and any recommendations for Library Board of Trustees By Laws; vote on revisions.
The Trustees reviewed the current Library Board by laws. Motion to adopt the By Laws last reviewed and adopted on September 9, 2009 as they stand: Schwarz/L Chamenko; all approved.
ACTION: Clerk Martha Melville will amend Library Board By Laws to reflect new reviewed and adopted date and forward to the Trustees.

X. New Business

- a. Request from Program Librarian that the Board approve paying summer reading program's globe Slinky costs with Lorna Baldwin memorial donations. The theme for the summer reading program is "Around the World." Motion to pay up to \$200 for globe Slinkys for the summer reading program from the Lorna Baldwin memorial donations: Fitzpatrick/Priestley; all approved.
- b. Library closure on Easter Saturday, April 23, 2011
Motion to close the library on Saturday April 23 of Easter weekend: L Chamenko/A Chamenko; all approved.
- c. Impact to staffing when Assistant Librarian takes maternity leave
Discussion ensued about possible suggestions to fill in when the Assistant Librarian takes maternity leave such as finding an intern for the summer and using volunteers.
- d. Fund Development: Basic Principles and Best Practice workshop report
Erin Schwarz and Ken Priestley attended a workshop on "How your organization can build a successful fundraising program." Points learned: many Library Boards in the state are conducting fundraisers; be sure to publicly thank the sponsors and donors for making this possible; need to have the people's interest, then attention; and build relationships with the donors through constant communication. The workshop suggested having a donor-focused newsletter rather than focusing on the facility, and to look for smaller, constant donations rather than large one-time donations.

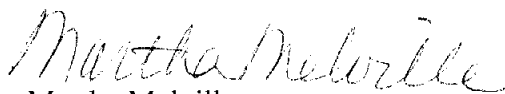
XI. Announcements/Adjournment:

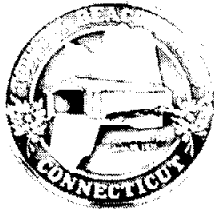
Praxair Grant: Erin Schwarz researched the Praxair corporate technology grant. The application is online and there are no deadlines, further discussion at next meeting.

The next meeting will be held on May 11, 2011 at 7 p.m.

Motion to adjourn the meeting at 8:23: Fitzpatrick/L Chamenko; all approved.

Respectfully Submitted,


Martha Melville
Library Board Clerk



The Beacon Falls Public Library

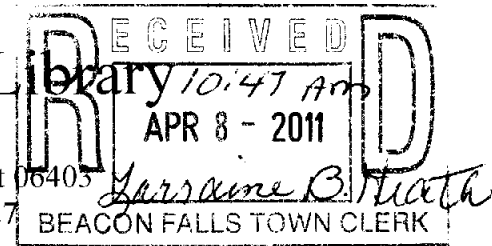
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

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April 8, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

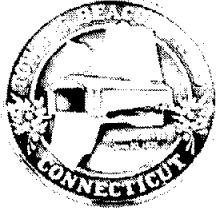
Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, April 13, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Community / Media Center Committee
- VII. Long Range Planning Task Force formation /library site visits
- VIII. Library Director's Report
- IX. Old Business
 - a. Bibliomation update
 - b. Trustees listserv
 - c. Wall mural for young adult area
 - d. Review and any recommendations for Library Board of Trustees By Laws; vote on revisions
- X. New Business
 - a. Request from Program Librarian that the Board approve paying summer reading program's globe Slinky costs with Lorna Baldwin memorial donations.
 - b. Library closure on Easter Saturday, April 23, 2011
 - c. Impact to staffing when Assistant Librarian takes maternity leave
 - d. Fund Development: Basic Principles and Best Practice workshop report
- XI. Announcements/Adjournment
The next meeting will be held on May 11, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

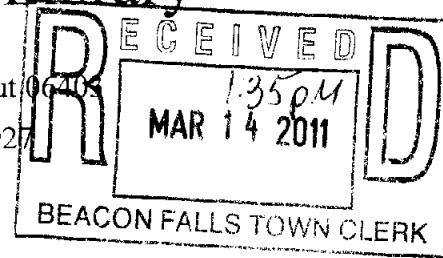
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06405

(203) 729-1441 ■ fax: (203) 729-4927

beaconfallslibrary@yahoo.com

www.mybflib.org



March 9, 2011 Meeting Minutes

- I. Call to Order: Chairman Lurana Siemenski 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: Julie Fitzpatrick, Ken Priestley, Erin Schwarz, Alex Chamenko, Lurana Siemenski, Linda Chamenko, Julie Fitzpatrick

Staff present: Marsha Durley, Library Director

Others present: Ed Groth

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

- III. Approval of Minutes: The February 9, 2011 meeting minutes were reviewed. Motion to accept February 9, 2011 minutes: Schwarz/Siemenski; all approved. Linda Chamenko abstained as she did not attend the February 9, 2011 meeting.

Correspondence: Received a letter from Laura Marcella announcing her pregnancy with twins and plans to take 3-4 months maternity leave, or as directed by her doctor.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Sue Dowdell and Wanda Mulinski will attend a "Mini Boot Camp" sponsored by the FOCL on April 9 at the University of Hartford.
- Approved the purchase of an extra state park pass after the BFPL receives its free one.
- State budget cut proposes C-car being eliminated. Wanda Mulinski will forward the email to the Friends membership which includes the links to the email addresses for government officials to send emails to speak out about this proposed cut.
- At the March 7 town meeting there was discussion of the bond package and transfers. At the Board of Selectmen meeting which followed, they voted to change phone service to Comcast. The library can keep its phone number, separate fax lines will remain on AT&T service.
- FOL approved the purchase of a 5-pocket acrylic newspaper holder which would hang on the wall on the left side on the walkway into the adult room.

- Sue Dowdell suggested purchasing a label/printer to connect to the computer to print spine labels and bar codes. This device would be a time saver and take up less space on the desk, but the typewriter will still be needed for forms.
- Ken Priestley will research a microphone/speaker system for use at library programs.
- Ken Priestley suggested getting a newer laptop to use for multimedia presentations.
- Rhonda Bielik will contact the local schools to see if there are any educational themes the Friends can tie to a Friends-sponsored children's program, then apply for grants.
- FOL Logo contest: 4 entries from 3 people
- Next 20th anniversary meeting is Tuesday March 29 @ 6:30.
- Cabela's support of fundraiser – Family Day would take place the weekend of July 11. Park & Rec did raise enough money for the fireworks deposit. Topic tabled.
- Insurance for FOL: Isabelle Culotta conferred with Atty. Donahue about FOL's immune status. The Friends do not require insurance when we hold any events on town property or the Lyceum.
- Scrabble Tournament: 9 teams paid so far, and received \$725 in sponsorships.
- Pampered Chef fundraiser – Friday March 18, 2011 – 6:30 PM – Sue Dowdell's house. Catalogs and order forms available at the library.
- Duck Race – Martha Melville will contact Lion President Rod Farrell about the date.
- Paint-a-Duck – Griffin Hospital is selling these kits as a fundraiser. Sue Dowdell researched prices for the Friends to do as a fundraiser or children's activity. Tabled pending date of Duck Race.
- Flowers Fundraiser – “Flower Power” – online catalog of bulbs and plants. Tabled
- Ancestry.com/proquest.com – same database available as ancestry.com; would only be accessible on library computers; unlimited use at library; cannot build family trees on this version (privacy issue with minors); downloading files would have to be to a flash drive; the subscription cost is approximately \$1,050/year, too steep for FOL.
- Praxair Grant: **ACTION**: Erin Schwarz will look into the Praxair technology grant.

VI. Library/Community Center Building Committee: not yet formed
Wolfe Avenue and Library Building committees were disbanded; expect 5-7 people to be on this new building committee; members to be named at March 14 BOS meeting.

VII. Long Range Planning Goals Task Force Update/Library video/site visits: Erin Schwarz E Schwarz – showed video to Ladies' Guild. It was well received, very professionally done. Questions brought up on how much will this cost, financial burden on tax payers and Wolfe Avenue property.
E Schwarz forwarded a list of library projects similar to Beacon Falls' size and information on a variety of towns and libraries built including their architects to L Chamenko as the Library Board rep to the new building committee.
Awaiting direction from Board of Selectmen on the Library Board's role compared to the new building committee. The video is available on www.mybflib.org.
Video will be shown at the Rotary Club meeting on April 18, Erin Schwarz cannot attend, Sue Dowdell will be there, looking for another Library Board member to stand in.

Ed Groth: Suggested putting together a requirements document of what people want in a new library. It was stated by Erin Schwarz that the Long Range Plan had already done that.

MAR 14 2011

Burlington site visit possibly at the end of March, E Schwarz questions if the Library Board should do these visits or should it be done by members of the new building committee.

VIII. Library Director's Report: Marsha Durley

Many programs cancelled or rescheduled and inclement weather closings, so numbers are down compared to last year. ILL up, and Connecticard way down, probably weather-related. Program attendance down because the February school break was in question, people couldn't make plans not knowing if school would closed or not. Ronald McDonald program was cancelled. Computer hours same as a year ago, number of users has increased, web site visits almost doubled over last year. Volunteer hours up a little bit. Meg Gill making plans for the summer reading program now.

IX. Old Business

a. Bibliomation update: Marsha Durley

Upgrade complete to Evergreen 2.0 system. BFPL staff had no problem working in offline mode, and were back online on Tuesday February 22. Many new features and some bugs need to be worked out. BFPL staff is providing Bibliomation with feedback. Over Memorial Day weekend 50 more libraries will come online in Evergreen. Elimination of C-car would greatly impact BFPL patrons and circulation.

b. Trustees listserv – Erin Schwarz

4 emails forwarded to all Library Board members regarding budget issues.

c. Wall mural for young adult area:

WRHS students met with Marsha Durley on March 4 and showed her sketch of their proposed design. It will be adapted to the space in the young adult room (four - 3' sections, overall 12' long and 2' high). M Durley approved it. Hope to have it done and installed by April 30 for the Friends' Open House.

X. New Business

- a. Name committee to review and make recommendations for Library Board of Trustees By Laws: **ACTION:** All Library Board members are to review the Library Board By Laws and email any recommendations for changes to Lurana Siemenski by April 6 and she will compile and present at the next meeting for voting on any revisions to the Library Board By Laws.

XI. Announcements/Adjournment:

The next meeting will be held on April 13, 2011 at 7 p.m.

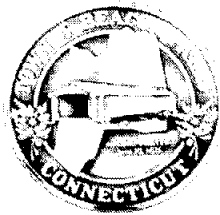
Motion to adjourn the meeting at 8:12: Fitzpatrick/A Chamenko; all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk

MAR 14 2011



The Beacon Falls Public Library

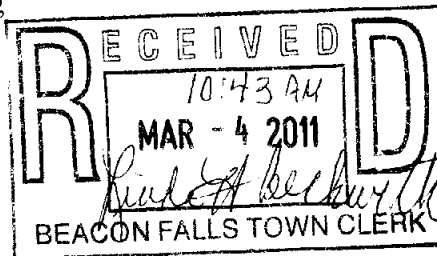
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

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March 4, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

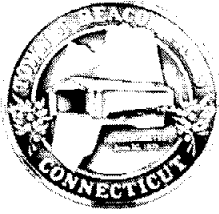
Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, March 9, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the Library. The agenda will be as follows:

- I. Call to Order
 - II. Review of the Agenda
 - III. Approval of Minutes/Correspondence
 - IV. Public Comment
 - V. Friends' Report
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 - XI. Announcements/Adjournment
- The next meeting will be held on April 13, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

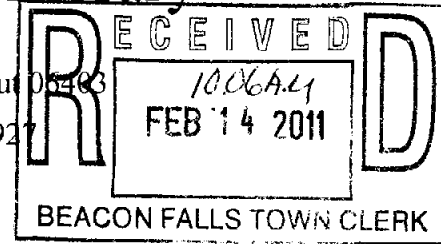
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

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beaconfallslibrary@yahoo.com

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February 9, 2011 Meeting Minutes

- I. Call to Order: Chairman Lurana Siemenski 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: Julie Fitzpatrick, Ken Priestley, Erin Schwarz, Alex Chamenko, Lurana Siemenski

Members Absent: Linda Chamenko

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

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

- III. Approval of Minutes: The January 19, 2011 meeting minutes were reviewed. Motion to accept January 19, 2011 minutes: **Schwarz/Fitzpatrick**; all approved. Lurana Siemenski abstained as she did not attend the January 19, 2011 meeting.

Correspondence: NTR

- IV. Public Comment: NTR

- V. Friends' Report: Ken Priestley

- January's income included \$300 in Scrabble donations
- Sue Cable asked Sue Dowdell to help develop a PowerPoint presentation for an informational meeting about background on the Wolfe Ave property.
- FOL anniversary committee: logo contest, PRs out, info posted on web site, distributed throughout Region 16 schools, already have 3 submissions; winner will be announced at April 30 Open House.
- Wanda Mulinski is working with an insurance agent for a policy for the Friends.
- Feb 15 meeting of Scrabble and anniversary committees
- Scrabble: 3 teams paid, commitments from 11 other teams
- FOL will provide refreshments for To Your Dog's Health program on Feb. 24
- Cupcake contest – still in the works

- VI. Library Building Committee: NTR
- VII. Long Range Planning Goals Task Force Update/Library video/site visits:
 Erin Schwarz: Burlington Library Visit - Have contacted the librarian to reschedule and she will get back with a date soon.
 Library Video - To show the video to the St. Michael's Ladies' Guild on Feb. 28 and to Laurel Ledge PTO at March or April meeting
 Marsha Durley had photos to share of the Burlington Library.
ACTION: Julie Fitzpatrick will send a thank you note to Jim Bucciferro for his work on the library video.
ACTION: Erin Schwarz will send a letter of thanks from the Library Board to the Citizen's News editor commending Jim Bucciferro's work on the library video.
- VIII. Library Director's Report: Marsha Durley
 Received a memo from the Board of Selectmen on Feb. 7 re budget, asking all departments to refrain from spending any additional monies, other than normal expenses. Marsha Durley sent a memo to Dominick Sorrentino re the water damage to books from the Jan. 15, 2011 roof leak. The insurance deductible will probably prohibit placing a claim.
 Circulation in January is way up on adult videos; the Kill-o-Watt meter was checked out 3 times; ILL-lent and Connecticard loans are above last January's numbers.
 Programs were changed because of inclement weather, health and stress talk postponed until later in 2011; pet health program had over 50 registered, rescheduled to Feb. 24. Web site visits almost doubled over January 2010 hits.
- IX. Old Business
- a. Bibliomation update: Marsha Durley
 To accommodate Bibliomation's project schedule of loading databases of all the libraries in the consortium into Evergreen database, BFPL staff will operate in offline mode on Saturday, Feb. 19 until Tuesday Feb. 22, 2011.
 BFPL staff will receive phone training on Monday 2/14 from Bibliomation. Staff must stop cataloging until conversion is complete and operational. Impact: patrons won't be able to place holds or access their accounts, won't be able to renew items starting 2/18 at 4 PM until Tues 2/22. Meg Gill will post this info to the web site and on Facebook.
 Marsha Durley noted that there are many new functions and added features and improvements on new Evergreen 2.0 version.
 - b. Trustees listserv – Erin Schwarz
 Workshops - Ken Priestley and Erin Schwarz are scheduled to attend a workshop on March 28 at the Woodbury Library about finding funding for your library.
 - c. Wall mural for young adult area: Linda Chamenko
 Marsha Durley hasn't heard anything yet.
ACTION: Linda Chamenko, who is the students' mentor, will check on the status of the wall mural project.
 - d. 2011-2012 proposed budget: Marsha Durley

Needed to resubmit original proposal sent to Board of Selectmen office on January 6, no feedback yet.

BFPL staff received a letter from the Union president about their contract through 6/30/13; the town is looking for concessions from all unions and requested suggestions on saving money.

X. New Business

a. Status of Blu-ray DVDs

All (3 or 4) adult Blu-ray DVDs have disappeared, the children's Blu-ray DVDs have been moved to behind the circulation desk; signs are posted on DVD racks.

Also, a sign was posted on magazine rack for periodicals on computing instructing "ask at the circulation desk"

ACTION: Marsha Durley will alert Susan Cable to the problem of DVDs and magazines disappearing from the library.

XI. Announcements/Adjournment:

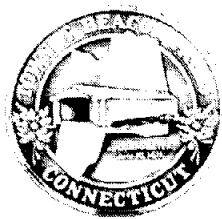
The next meeting will be held on March 9, 2011 at 7 p.m.

Motion to adjourn the meeting at 7:52: Priestley/Fitzpatrick; all approved.

Respectfully Submitted,


Martha Melville
Library Board Clerk

FEB 14 2011



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

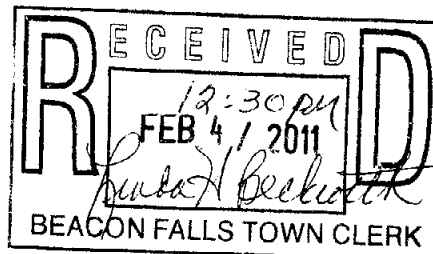
(203) 729-1441 • fax: (203) 729-4927

beaconfallslibrary@yahoo.com

www.mybflib.org

February 4, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

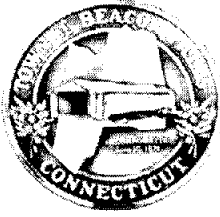
The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, February 9, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

- I. Call to Order
- II. Review of the Agenda
- III. Approval of Minutes/Correspondence
- IV. Public Comment
- V. Friends' Report
- VI. Library Building Committee
- VII. Long Range Planning Goals Task Force Update/Library video/site visits
- VIII. Library Director's Report
- IX. Old Business
 - a. Bibliomation update
 - b. Trustees listserv
 - c. Wall mural for young adult area
 - d. 2011-2012 proposed budget
- X. New Business
 - a. Status of Blu-ray DVDs
- XI. Announcements/Adjournment

The next meeting will be held on March 9, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

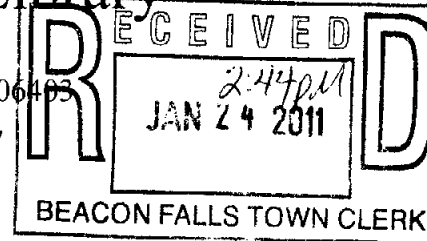
Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

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January 19, 2011 Meeting Minutes

- I. Call to Order: Linda Chamenko called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Note: This meeting was rescheduled from January 12, 2011 due to inclement weather and the town hall closure.

Members present: Linda Chamenko, Julie Fitzpatrick, Ken Priestley, Erin Schwarz, Alex Chamenko

Members absent: Lurana Siemenski

Staff present: Marsha Durley, Library Director

- II. Review of Agenda: The agenda was reviewed. Marsha Durley requests adding under New Business b. Request by Program Librarian to have Library Board pay bill. Motion to approve amended agenda: Schwarz/Priestley; all approved.
- III. Approval of Minutes: The December 8, 2010 meeting minutes were reviewed. Motion to accept December 8, 2010 minutes: Schwarz/A Chamenko; all approved. Linda Chamenko abstained as she did not attend the December meeting.

Correspondence: none

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Entertainment book sale now over, only sold 21 this year making a profit of \$126. This was the smallest number of books sold since FOL started selling them 4 years ago, motion carried to forego selling 2012 Entertainment Books
- December expenses included passes to Discovery Museum, American Clock & Watch Museum, and the Florence Griswold Museum and a Santa suit rental
- December income included dues, donations, \$64.31 Good Search for online hits, \$100.00 Funding Factory for ink cartridge recycling and sale of Entertainment Books.
- FOL checkbook balance as of 12/31/10 was \$2,293.90
- Liaison to Selectmen's Meeting/from the BOS meeting minutes: the BOS had to clarify the recommendation from the Wolfe Avenue Lewis House Exploratory

Committee; the BOS re-voted on the motion to demolish the house 2-1 to go forward and demolish the house at 35 Wolfe Avenue.

- The Board of Finance created a bond package for road maintenance, sewage treatment plant upgrades and fire department equipment needs.
- Postcards of dates to remember for upcoming FOL events being distributed
- Motion carried to donate \$100.00 from the FOL general fund to the Nicholas A. Bielik Reference Section Fund
- Library Wish List items discussed:
 - Possible E-Book reader:
 - Acrylic newspaper holder
 - Magazine racks to replace old steel case
 - Lockable cabinet for OPAC tower
 - DVD shelves – completed, bill to be paid.
- Martha Melville wrote a letter to the Board of Selectmen inquiring about the anticipated implementation date of a community calendar on town web site.
- Wanda Mulinski will contact Sue Cable to find out if the FOL needs separate liability insurance or if the FOL covered under the town insurance policy.
- The Friends will provide refreshments for upcoming programs for the Eating & Weight Loss vs. Stress and Energy Level program postponed from Jan. 13 to Jan.27, as well as programs on February 1 and March 1.

VI. Library Building Committee: Linda Chamenko - NTR

ACTION: Linda Chamenko will contact Susan Cable for a status update of the new building committee forming.

VII. Long Range Planning Goals Task Force Update/Library video/site visits:

The finished video is on youtube.com and runs 12 ½ minutes long.

ACTION: Erin Schwarz will contact the Rotary Club for a date to present the library video. She will also show it at a Laurel Ledge PTO meeting.

Linda Chamenko called the Willington library about a visit, wanted to poll the board about potential dates.

ACTION: Erin Schwarz will reschedule the January 10 visit to the Burlington library. Discussion ensued about creating a standard set of questions to ask during visits to other libraries to include: physical features, size, how they marketed getting a new library, different areas in library, what is staff (fulltime/part-time), volunteers, Friends' activities, funding for construction project, what was the per capita tax increase. These research notes can be used for back-up information during video presentations.

Erin Schwarz brought up the topic of a book drive for Laurel Ledge Elementary School: students will need 8-10 books each for new reading program; the Beacon Falls Rotary Club has been approached to spearhead a book drive. Laurel Ledge is the pilot elementary school in Region 16 for this new program.

VIII. Library Director's Report: Marsha Durley

A roof leak in the adult fiction room was discovered on Saturday, January 15, 2011 before the long weekend. Some books and a bookcase were moved, about 12 books were damaged. The cause was a drain on roof which froze and overflowed. **ACTION:** Marsha Durley will write a memo requesting funds from the town to replace these books.

The issue of new computer magazines subscriptions disappearing from hallway and not being checked out or returned was discussed.

Circulation was up slightly in December 2010 compared to December 2009 despite being closed 2 days for inclement weather.

ILL borrowed up 43%; ILL lent up 23%; Connecticard loans up 40% for year; higher program attendance in December, but still 13% lower for year. Computer usage was down, but had the same amount of people. Web site visits were up probably because of patrons using their online Evergreen account.

IX. Old Business

- a. Bibliomation update: potential closing on Sat., Feb. 19, 2011 to accommodate Bibliomation's project schedule: Marsha Durley

Evergreen libraries were notified that on February 19 Bibliomation will start loading databases of all the libraries in the consortium into Evergreen database. On that day, all borrowing will have to be done in offline mode, items can be checked out but returns cannot be checked in. Bibliomation will train BFPL staff via phone on how to work in the offline mode. Decision made that the BFPL will stay open on Saturday, February 19, 2011.

Overdrive advantage program – BFPL will have its own collection of downloadables and is eligible for a download station to be set up on a library computer. Patrons with Mac computers can come into the BFPL and download these e-books onto their devices. First order was placed for e-pub and audio books (MP3 & WMA formats) on January 16, 2011 \$650 bought 20 books, one is already checked out.

- b. Trustees listserv – Erin Schwarz - NTR

Reserved 2 slots for fund development and best practices workshop at Woodbury Library on Monday, March 28, 2011 @ 1 PM.

Webinars of interest emailed to Library Board of Trustees including using statistics to make your case for the public library.

On Friday, February 4, 2011 there will be a half-day workshop at the Bristol Public Library presented by Tom Newman on making the case for improved funding.

- c. Wall mural for young adult area:

Linda Chamenko talked to Jelena Terrill last week who still plans to meet with Marsha Durley, inclement weather has postponed meeting.

- d. 2011-2012 proposed budget: Marsha Durley

On January 6 2011 the BFPL 2011-2011 proposed budget went to the Board of Selectmen's office; received no feedback yet.

X. New Business

- a. Update on new DVD policy

The bad weather has increased DVDs being borrowed.

Bibliomation purged all BFPL patrons' overdue DVD fines on January 3, 2011.

8 patrons with 18-20 DVDs out on which maximum fines of \$40 each have accrued have not had their fines waived. These items are considered lost for all extents and purposes. BFPL accounts are restricted once the fines have reached \$5.00. BFPL does not have the staffing to regularly send out overdue notices.

The new DVD loan policy is in place, notices were posted. The new stricter policy implementation has been uneventful, patrons are trying to return DVDs on time, and any fines accrued are small. The DVD shelving expansion is complete.

- b. Request by Program Librarian to have Library Board pay bill
Motion to pay \$55.00 for extra expenses from gingerbread house program:
Fitzpatrick/Priestley; all approved. Julie Fitzpatrick suggested that Meg Gill contact the Library Board and FOL to make donations of extra supplies ahead of time. She should provide them a list.
- XI. Announcements/Adjournment:

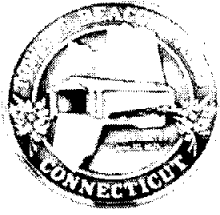
The next meeting will be held on February 9, 2011 at 7 p.m.

Motion to adjourn the meeting at 8:29: **Schwarz/A Chamenko**; all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk



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Library Board of Trustees

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January 13, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

10:45 AM

Ronald Beckwith

Dear Mr. Novak:

Due to inclement weather and the Beacon Falls Town Hall closure, the Library Board of Trustees did not hold its regularly scheduled meeting on **Wednesday, January 12, 2011**. This meeting is rescheduled for **Wednesday, January 19, 2011 at 7 p.m.** in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

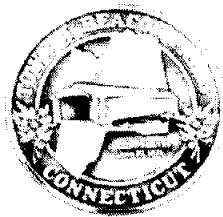
- I. Call to Order
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 - a. Update on new DVD policy
- XI. Announcements/Adjournment

The next meeting will be held on February 9, 2011 at 7 p.m.

Respectfully submitted,

Martha Melville

Martha Melville, Clerk, Library Board



The Beacon Falls Public Library

Library Board of Trustees

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January 6, 2011

Mr. Kurt Novak
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

2:30 PM
JAN - 6 2011
Rudolph Beckwith

Dear Mr. Novak:

The **Library Board of Trustees** will hold its regularly scheduled meeting on **Wednesday, January 12, 2011, at 7:00 p.m.**, in the **Connie Christensen Children's Room** of the **Library**. The agenda will be as follows:

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Respectfully submitted,

Martha Melville

Martha Melville, Clerk, Library Board