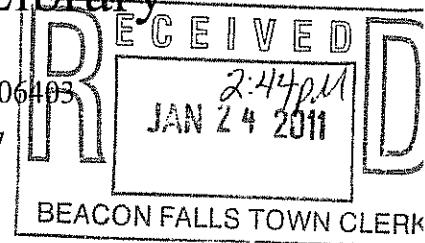




The Beacon Falls Public Library

Library Board of Trustees
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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