

The Beacon Falls Public Library

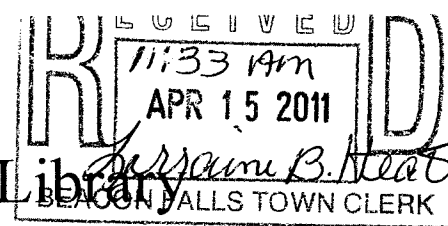
Library Board of Trustees

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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