



# The Beacon Falls Public Library

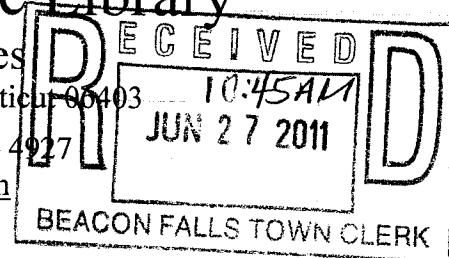
Library Board of Trustees

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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 20<sup>th</sup> 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 1<sup>st</sup> annual picnic on Sat. June 4<sup>th</sup>.
- 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 1<sup>st</sup> 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 3<sup>rd</sup> & Saturday, June 4<sup>th</sup>: 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.

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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.

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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.

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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

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**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.

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**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

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