

The Beacon Falls Public Library

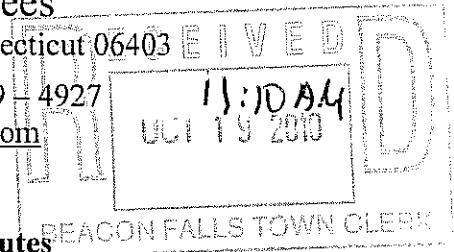
Library Board of Trustees

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October 13, 2010 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: Lurana Siemenski, Linda Chamenko, Ken Priestley, Erin Schwarz

Members absent: Julie Fitzpatrick, Alex Chamenko

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

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

- III. Approval of Minutes: The September 8, 2010 meeting minutes were reviewed. Motion to accept September 8, 2010 minutes: Siemenski/Schwarz; all approved.

Correspondence: Received 9/15/10 letter from First Selectman Susan Cable about raising fees for commission and board clerks. The Board of Selectmen has no problem with giving raises, but any fee changes should be presented to the BOS first. If the board or commission's budget item can absorb clerk fees up to \$37 for meeting attendance, up to \$17 per hour for administrative work, and up to \$27 hour for transcription; inform the BOS if your board accepts this increase. Motion to raise the Library Board's clerk's fees per First Selectman's memo to be implemented in this current budget: Priestley/Siemenski; all approved.

ACTION: Linda Chamenko, Library Board Treasurer, will notify First Selectman Susan Cable verbally that the Library Board of Trustees approved a raise in clerk's fees and if this notice is needed in writing, the Library Board clerk will send a memo to S Cable.

- IV. Public Comment: none

- V. Friends' Report: Sue Dowdell

10/5/10 meeting: Facebook page up to 170 fans; having a membership drive; the Dowdell's will host a Christmas party for paid members on December 4; collecting info on memorial donations from other FOL groups to be placed in funeral homes; voted and ordered a Kill-A- Watt meter & Thermal Leak Detector for library patrons to borrow; a

Santa suit is on the library wish list, Wanda Mulinski is checking on rental prices versus purchase; Meg Gill would like Wii Nunchuks; the Norman Rockwell museum pass is on hold; FOL's 20th anniversary will be in May 2011, a committee will form and meet in November; Duck Race: Rhonda Bielick did face painting, made \$73, selling Entertainment books for \$30, book bags for \$2, (to be free w/\$15 in books at book sale); W Mulinski will contact members for book sale set up at 10:00; book sale Friday 6-8 Oct 22 and Saturday 9-12 Oct 23; the Lioness Club will have a bake sale at the same time; holiday boutique at BFPL -- info to follow; election of officers, remain the same.

VI. Library Building Committee:

Linda Chamenko and Ken Priestley attended a Libritect program on September 22 at the Wethersfield Public Library on planning, fundraising and resources for libraries.

L Chamenko commented: The workshop was interesting and worth going to, more of a showcase of the facility than information on fundraising. Important points: get an architect with library experience; defend your budget.

M Durley commented: Sue Cable told her it's her intention to demolish the Wolfe Ave house and put up a library/community center and form a building committee which she will be a member; anyone interested in serving on this new committee needs to submit a letter to the Board of Selectmen with their request.

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

Erin Schwarz: Jim Bucciferro has introduction/first minute complete. He will go to the Edith Wheeler Library in Monroe to shoot footage, especially of the children's room, on Friday October 15. They may conduct more interviews at the October FOL book sale. E Schwarz updated J Bucciferro on the 2010 statistics.

VIII. Library Director's Report: Marsha Durley

- Circulation down slightly, could be attributed to children returning to school.
- ILL borrowed and lent up 66% for month of September, up 41% for the year.
- Program attendance down 25% for month of September, could be due to school back in session.
- Computer usage increased over September 2009.
- Volunteer hours down as the high school students are back in school; majority of volunteers are adults right now.
- Purchasing some used and like-new books and DVDs to stretch budget dollars.

IX. Old Business

a. Bibliomation update: Marsha Durley

BFPL staff was credited with finding and reporting a bug in the Evergreen program on how fines were assigned to overdue DVDs; program was over-fining patrons.

All development library partners will be migrated to Evergreen by Feb 2011; more than the original 4, up to 8 or 9.

In February 2011 there will be an upgraded version of program; East Haven will join in March 2011, the remaining libraries will come on board at end of May 2011, Bridgeport will be onboard in July 2011.

OCT 19 2010 2

Bibliomation is asking that all libraries moving to Evergreen change their circulation rules. BFPL has already changed them to comply. We need to do nothing further. OverDrive meeting last week, a collection of 15,000 free public domain titles (audio and e-books) are available. Bibliomation has made these books available now to their OverDrive subscribers. Sue Dowdell made this announcement on the mybflib.org web page as well as Facebook.

Any of these audio/e-books downloaded count towards the library's circulation.

- b. Adopt library technology policies to cover solicitations from groups to put a link on the library web site
Erin Schwarz emailed a draft policy to members prior to the October 13 meeting.
Motion to adopt library website links policy with minor grammatical changes; L Chamenko/Siemenski; all approved.
ACTION: E Schwarz will to send the final copy to Library Board clerk to file with these minutes.
- c. Trustees listserv – Erin Schwarz to monitor
There was a posting about the 8th Annual Connecticut Nonprofits Annual Conference on Monday, November, 22 to be held in New Haven.
- d. Review and adopt DVD loan policy – presented by Marsha Durley
Some wording amended and simplified; “in good standing” needs defining: i.e. having no overdue materials
ACTION: M Durley will contact Bibliomation to determine if they can globally delete only overdue DVD late fees from patrons’ Evergreen accounts so that we might start fresh with the new DVD policy in place January 1, 2011.
Automatic overdue notices would eventually be emailed to patrons through Bibliomation.
Library Board of Trustees suggested that effective 1 January 2011, patrons with any overdue DVDs would not be allowed to borrow more DVDs.
ACTION: M Durley will include information on this new policy in the December newsletter.
Topic tabled until November meeting.
- e. Library policy for volunteers. Purpose: To use volunteers more meaningfully and define how volunteers would be utilized for specific duties.
M Durley shared sample policies from Westport and West Hartford libraries from webjunction.
The BFPL needs to protect the patron’s privacy; volunteers are mainly used now for reshelving materials and packaging inter-library loans.
ACTION: E Schwarz will draft a volunteer library policy using these two policies as a basis with input from BFPL library staff.
- f. Wall mural for young adult area
WRHS Senior Project was submitted and approved. Kayleigh Hawes, Jelana Terrill and Zach Naylor will look at area and measure for canvas. Linda Chamenko was listed as their mentor; the students will be in to talk to M Durley about ideas.

X. New Business

- a. Discussion about expanding our involvement in OverDrive over and above what we are getting through Bibliomation

OverDrive (downloadable e-books and audio books): BFPL has subscribed since August 2010. Mac computer users are not happy as the e-books WMA format needs to be downloaded to Windows and then to an iPod. Marsha Durley and Laura Marcella attended an OverDrive meeting in Middlebury. An additional OverDrive product is available to libraries now part of the consortium: Advantage 2.0 where member libraries can contract with OverDrive and buy a collection for their own library's patrons while still having access to all books within the consortium affiliation. For an additional cost, BFPL can have private copies that wouldn't be loaned to other library's patrons which will shorten the wait list for BFPL patrons. The BFPL would agree to buy \$1,000 worth of materials (e-books and audio books by bestselling authors) over time with no start up fee. This cost would come out of the materials line item. There's no obligation to buy anything else.

Motion to authorize M Durley to pay \$1,000 to purchase materials in the Advantage 2.0 program for use by BFPL patrons; L Chamenko/Priestley; all approved.

XI. Announcements/Adjournment:

The next meeting will be held on November 10, 2010 at 7 p.m.

Motion to adjourn the meeting at 9:01: Schwarz/L Chamenko; all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk

Attached:

Beacon Falls Public Library Website www.mybflig.org Links Policy, adopted October 13, 2010

OCT 19 2010

**Beacon Falls Public Library Website: www.mybflib.org
Links Policy**

The Beacon Falls Public Library recommends web links on the basis of suitability and usefulness for our users. Selection and addition of links to our website is entirely a matter for the Beacon Falls Public Library alone.

Links must be consistent with the purpose of the overall mission of the Beacon Falls Public Library, as defined below:

The Beacon Falls Public Library's mission is to express the social and cultural foundation of the Town of Beacon Falls. The library plays a leadership role in building collaborations and networks. The Beacon Falls Public Library maintains its role as a community center, learning place for children, and source of life-long learning for town residents.

The inclusion of a link to an organization or individual's website does not constitute an endorsement or an approval by the Beacon Falls Public Library of any product, service, policy or opinion of the organization or individual. The Beacon Falls Public Library is not responsible for the content of external websites. It is not our policy to enter into agreements for reciprocal links.

Criteria for website links:

- All links are made at the discretion of the staff of the Beacon Falls Public Library. In the event there is a question or dispute regarding a link, the Library Board of Trustees will make the final determination whether or not to allow the link.
- Links may be established to public websites; such as government, public education or library board sites.
- Links may be established to sites maintained by non-profit charitable, educational, social, scientific, or cultural organizations serving community members of the Town of Beacon Falls.
- Links to private, commercial and non-commercial websites will only be allowed if there is a public purpose for establishing the link, and the link is approved by the Beacon Falls Public Library staff.
- Links maintained by an established news-gathering organization are allowed.
- Links maintained by an organization that receives direct financial support from the Town of Beacon Falls, or supports a town-sponsored event are allowed.
- Links that provide a unique online tool to assist residents in accessing information on the site can be established.
- Research, education, and information sites selected by the Beacon Falls Public Library staff which complement materials and resources already available in the Library can be established.
- Links to political websites are not allowed.

The Beacon Falls Public Library shall maintain sole discretion over the determination of which links may be included on its Website and reserves the right to remove any link at any time without cause.

Adopted: October 13, 2010

OCT 19 2010