



The Beacon Falls Public Library

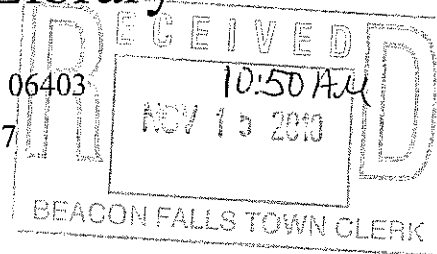
Library Board of Trustees

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November 10, 2010 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: Lurana Siemenski, Linda Chamenko, Ken Priestley, Erin Schwarz, Alex Chamenko

Members absent: Julie Fitzpatrick

Staff present: Marsha Durley, Library Director

Public present: Jim Bucciferro

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

Approval of Minutes: The October 13, 2010 meeting minutes were reviewed. Motion to accept October 13, 2010 minutes: Schwarz/Priestley; all approved. A Chamenko abstained as she did not attend the October meeting.

Correspondence: none

- III. Public Comment: none

- IV. Friends' Report: Ken Priestley

- October net income: Duck Race \$94.25; book sale \$759.10
- Checkbook balance as of 10/28/10 was \$2,529.15
- Total building fund \$20,578.74 in 4 separate accounts
- FOL accounts: \$7,572.25 includes proceeds from Nutcracker & money market accounts
- Budget and actuals from 2009-2010 was presented and reviewed
- Membership: 22 paid annual and 18 lifetime; mailing in Citizen's News successful
- Library wish list: old book drop was replaced free of charge by company, the Kill-a-Watt and thermal readers are in; purchased nunchucks for Wii; motion approved to purchase Norman Rockwell Museum pass.
- New committee will meet on November 16 for 20th anniversary celebration plans
- No holiday boutique this year
- Potential cupcake contest with a book title theme

- Program scheduled To Your Dog's Health; Feb 1
- An estimate value of what the Friends have contributed to BFPL over the past year is \$5,500

V. Library Building Committee: NTR

VI. Long Range Planning Goals Task Force Update/Library video: Jim Bucciferro

Jim Bucciferro presented rough cuts of the video including the introduction, statistics, the 5-year plan and library staff interviews to the Library Board of Trustees. Discussion about several Library Board of Trustees visiting towns similar to Beacon Falls: Willington, Harwinton, Burlington and researching facts about Willington's recent library building project to gain additional background information for BFPL video audiences.

VII. Library Director's Report: Marsha Durley

- Circulation trend is still dropping; possibly caused by nice weather or not enough new materials coming into the library quickly enough. Circulation down 4% for October, down 6% for this year.
- ILL way up for this year.
- Program attendance down, could be attributed to the weather or sickness.
- Computer usage up over the past month; mainly adult users doing job searches and resume work.

VIII. Old Business

a. Bibliomation update: Marsha Durley

Bob Desrochers traded out old (circa 1997) server and the OPAC with the new Dells; he'll reformat hard drive of old computer and it will become the OPAC computer to use in the hallway. Ted Durley is constructing the shelf for OPAC.

b. Trustees listserv – Erin Schwarz to monitor

There was a posting about LSTA Grant announcement. BFPL usually prohibited from applying due to restricted space, length of grant application, and staff time it requires.

c. Review and adopt DVD loan policy – presented by Marsha Durley

Motion to adopt library DVD loan policy; L Chamenko/Schwarz; all approved.

ACTION: Clerk M Melville will file with these minutes & send a copy to S Dowdell for posting on mybflib.org.

M Durley inquired to Bibliomation about a global purge of overdue fines; the Library Board of Trustees recommends these fines be deleted and start over on January 1, 2011.

d. Library policy for volunteers. Purpose: To clearly define the various ways library volunteers may be used by library staff so that their volunteer time is spent most productively.

E Schwarz presented a draft library volunteer policy and application. Discussion about policy and application.

ACTION: E Schwarz will make suggested changes and present a final policy at the December meeting.

- e. Wall mural for young adult area:
The Woodland students met with M Durley. The mural will be painted on wood panels 12' long x 30" deep. These panels will be mounted on the wall in the young adult area. The students will provide sketches to the Library Director by the end of November of a fantasy theme that will draw in the young adults to that space. This project should be completed and installed by the end of February 2011.
- f. OverDrive/Advantage 2.0 program update – Marsha Durley
Contacted company but no response yet, nothing further to report.

IX. New Business

- a. 2011-2012 proposed budget – preliminary discussion – brainstorming
Materials line will increase to accommodate more electronic items.
ACTION: M Durley will draft the budget to be presented at December meeting.
- b. Potential staff resignation; permission for Library Director to begin search for replacement, if necessary
Discussion between the Library Board of Trustees and the Library Director and all agreed that the Library Director may begin a search for a staff replacement if it should be necessary.
- c. BFPL invited to participate in a program, sponsored by a grant to CLC, to place 2 undergraduate interns at BFPL
M Durley received an email request from the CLC asking BFPL to participate in an intern program through the Laura Bush 21st century librarian program grant. The CLC offered between 2 and 4 part-time interns who would work on special projects related to our local community. M Durley accepted 2 interns. It would probably take a year before they would be in place; she noted that it will be challenging space-wise. Potential project ideas: build support with local businesses; marketing plan for the library; build better relationship with high school; and, how the library can help Region 16 students achieve state standards.

X. Announcements/Adjournment:

The next meeting will be held on December 8, 2010 at 7 p.m.

Motion to adjourn the meeting at 9:20: **Schwarz/L Chamenko;** all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk

Attached:
Beacon Falls Public Library DVD Loan Policy, adopted November 10, 2010

NOV 15 2010

POLICY: CIRCULATION OF DVDS

1. Availability:

The Beacon Falls Public Library maintains a permanent collection of DVDs for the entertainment and enrichment of the Beacon Falls community. The collection includes adult and children's DVDs as well as documentary, how-to and instructional titles deemed of interest to the residents of Beacon Falls.

In addition, the Beacon Falls Public Library pays an annual fee to participate in a State Library sponsored DVD circuit through the Connecticut Library Consortium (CLC). The circuit offers a monthly exchange of DVDs which ensures the Library has a rotating selection of new and fresh titles to offer.

DVDs circulate to valid Beacon Falls Public Library cardholders, 18 years of age or older, with library accounts in good standing. An account in good standing has no more than \$5.00 in accrued fines/lost fees pending.

DVDs may also be loaned/borrowed at staff's discretion to/from libraries throughout Connecticut through an interlibrary loan agreement with the Connecticut State Library.

2. Terms of Circulation

Up to six (6) DVDs may be borrowed by a single eligible cardholder at a given time. The total number of DVDs on any one cardholder's account at a given time may also not exceed six (6).

The number of "new" DVDs allowed at checkout will not exceed three (3) per visit. A "new" DVD is defined as one that has been in the library's collection less than six (6) months. "New" DVDs may be distinguished from older selections by the yellow stickers applied to their cases.

The following rules apply to the circulation of DVDs held.

- **3-day loan:** "New" library-owned adult, children's and documentary DVDs; CLC circuit DVDs
- **7-day loan:** Library-owned adult, children's and documentary DVDs over six-months old
- **14-day loan:** How-to and other instructional DVDs, adult and children's

DVDs may be returned to the library circulation desk during library hours or returned during/after hours to the media return box installed outside on the Burton Rd. side of the building.

3. Overdue returns

All DVDs returned late are subject to a \$.50/day late fee. Fines accrue automatically and daily on the borrower's account until the overdue items are returned and checked in. Overdue fines *do not* accrue on days the library is closed. The automation system is programmed to recognize days closed and skips them when assigning due dates and/or overdue fines. DVDs returned to the media drop box will be given a one-day, benefit-of-the-doubt grace period.

The goal of the Beacon Falls Public Library is not to penalize cardholders who borrow DVDs and return them late but, rather, to encourage borrowers to respect the terms of the loan agreement and to handle their loans responsibly for the benefit of the Library and the entire Beacon Falls community.

4. Miscellaneous

Responsibility for returning DVDs borrowed rests with the cardholder on whose account they were checked out. That cardholder is responsible for the prompt replacement or reimbursement at Library-cost for DVDs lost, stolen, damaged, or destroyed while circulated to him/her.

- a. Library staff is not responsible for notifying patrons of impending late status.
- b. Overdue fines on a cardholder's account in excess of \$5 must be paid before additional DVDs may be borrowed.
- c. DVDs without holds pending may be renewed:
 - online by cardholders in good standing with established personal library accounts. To set up an account go to the *My Account* link on the catalog page on the library's website (mybflib.org). Your password will be the last 4-digits of the phone number the library has on file for you.
 - by calling the Library (203-729-1441) during regular library hours.

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