

The Beacon Falls Public Library

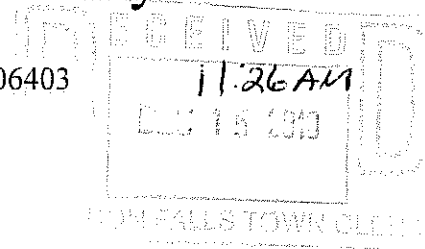
Library Board of Trustees

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December 8, 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, Julie Fitzpatrick, Ken Priestley, Erin Schwarz, Alex Chamenko

Members absent: 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 November 10, 2010 meeting minutes were reviewed. Motion to accept November 10, 2010 minutes: Schwarz/A Chamenko; all approved. J Fitzpatrick abstained as she did not attend the November meeting.

Correspondence: Memo from First Selectman re board/committees that clerking fee increase was denied for 2011-2012 budget.

- IV. Public Comment: none

- V. Friends' Report: Ken Priestley

- Good Search check \$64.31 for a year's worth of hits & online shopping.
- Received 2 memberships: William Chandler & Louise Bradley.
- Sold 6 Entertainment books in November making \$36 profit. Sold 17 books in the past 3 months, sales are very slow this year.
- FOL checkbook balance as of 11/30/10 was \$2,393.08
- Motion made for Marsha Durley to purchase the 6th edition of the McGill Medical Guide which includes a 3-year companion online database subscription using money from the Bielik fund.
- Check for \$100 coming from the Funding Factory for ink cartridge recycling.
- Library Wish List:
 - possible E-Book reader: Suggestions on listserv advise against Kindle as it's too proprietary; topic tabled.
 - Santa suit: FOL will rent a suit for December 16 & 17 library party. Joe Dowdell will play Santa during BFPL story time.

- Acrylic newspaper holder (via Staples rewards) approx cost \$150.00; topic tabled.
- Marsha Durley requested magazine racks to replace old steel case, need 2 that rotate, they would take up about the same space and look more attractive (approx \$850 per rack); topic tabled.
- Shelf in hallway for OPAC is ready. Motion made for Marsha Durley to purchase a lockable cabinet to house the OPAC tower.
- A carpenter was contacted to look at increasing the capacity of the DVD cabinet by adding shelves to inside of cabinet and put additional shelves on the solid outside face to hold more DVDs. Motion made to pay for materials for adapting DVD cabinet to hold more DVDs
- R Bielik will take a grant writing class online through Webjunction.
- FOL 20th Anniversary Committee – met November 16, 2010
 - Open house set for April 30, 2011, we will invite current and former FOL members to library, show Library Board video; display a timeline of circulation stats, etc., donations that the FOL has made to BFPL over the years.
 - Retro ideas = have a guessing jar in library, winner wins contents
 - Logo contest for FOL
 - Have FOL members march in fireman’s parade in June
 - Picnic on Saturday, June 4, 2011 at Dowdell’s after book sale
 - Date for next meeting: Tues Jan 11, 2011
- Date changes for February and March 2011 meetings: Monthly meetings moved to February 8 and March 8, 2011 so that FOL members may attend adult programs scheduled in Assembly Room on the February 1st and March 1st regular meeting nights.
- Scrabble Tournament to be held March 24, 2011 – committee meeting set for January 18, 2011 @ 6:30 in the library

VI. Library Building Committee: L Siemensi talked to First Selectman Susan Cable who requested that the Library Board of Trustees name a delegate to the “New Building Committee”; discussion about sharing this duty with 2 or 3 members to guarantee Library Board attendance at all meetings; Linda Chamenko named as the primary point of contact.

VII. Long Range Planning Goals Task Force Update/Library video: Jim Bucciferro posted a draft video to youtube.com for Library Board members to view and provide feedback; final piece was not included. K Priestley brought his laptop to view the 7-minute video. Discussion ensued about video; E Schwarz took notes on feedback. **ACTION:** Erin Schwarz will forward video feedback notes to J Bucciferro. Library site visits: Linda Chamenko contacted Willington; Erin Schwarz contacted the Burlington Library and set visit date of January 10 @11:00.

VIII. Library Director’s Report: Marsha Durley
 Circulation showed a slight increase in November over the same month in 2009; ILL and Connecticard had strong numbers in November 2010; program attendance down in November compared to last year; smaller story time group this year. Computer usage remains strong, numbers continue to increase. 32 families participated in gingerbread workshop.

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IX. Old Business

- a. Bibliomation update: Marsha Durley
Continues to prepare other libraries to migrate to Evergreen system; BFPL has participated in exercises as part of this process.
- b. Trustees listserv – Erin Schwarz to monitor
There was a posting about workshop on non-profit fund development; March 28 at Woodbury Library. **ACTION:** Erin Schwarz will reserve two spots for the Library Board of Trustees at the workshop on non-profit fund development on March 28 at Woodbury Library.
- c. 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 final version of the library volunteer policy and its applications.
Motion to adopt the library volunteer policy and its applications:
Fitzpatrick/Priestley; all approved. **ACTION:** The library volunteer policy and its applications will be filed with minutes and forwarded to Sue Dowdell for posting to mybflib.org by Clerk, Martha Melville.
- d. Wall mural for young adult area: Marsha Durley - NTR
ACTION: Julie Fitzpatrick will follow up with Linda Chamenko who is the students' mentor to check on the status of the wall mural project.
- e. 2011-2012 proposed budget: Marsha Durley
Presented a proposed budget for the BFPL to the Library Board of Trustees for discussion.
Motion to approve the Library Director's proposed 2011-2012 budget to be submitted to the First Selectman's office by the January 10, 2011 deadline:
Fitzpatrick/Schwarz; all approved.

X. New Business - none

XI. Announcements/Adjournment:

The next meeting will be held on January 12, 2011 at 7 p.m.

Motion to adjourn the meeting at 8:30: **Fitzpatrick/Priestley;** all approved.

Respectfully Submitted,



Martha Melville
Library Board Clerk

Attached:

Beacon Falls Public Library Volunteer Policy and its applications, adopted December 8, 2010

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BEACON FALLS PUBLIC LIBRARY VOLUNTEER POLICY

Role of Volunteers

The Beacon Falls public Library welcomes the use of volunteers to enhance library service to the community. Volunteers are defined as, anyone who without compensation, performs a task at the direction of or on behalf of the library. Volunteers generally provide support services to staff and work on special projects.

Selection and Retention of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Volunteers may be selected by the Library Director based on a completed volunteer application form and interview. The Library Director and staff shall use their discretion in determining the appropriate use and retention of volunteers.

Special Case Volunteer

The library may choose to accept as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion of programs, corporate volunteer programs and other volunteer referral programs. In these cases, the supervising organization must provide the details and the responsibility of the arrangement under which volunteers would be placed at the library, and the name and telephone number of a contact person within that organization.

Friends of the Beacon Falls Library

The Friends of the Beacon Falls Library is a separate organization which supports the library in many ways, including volunteers. The Friends may recruit volunteers for various activities, including programs, book sales, and special projects. Friends volunteers work under the direction of library staff and/or officers of the Friends.

Training

Volunteers will receive training in their assigned duties from a library staff member and shall work when adequate supervision is available. Work schedules and time commitments will be arranged individually by each volunteer and his or her supervisor.

Time Sheets

Volunteers are asked to confirm their hours with library staff, and to keep an accurate record of the volunteer hours they have worked.

Service at the Discretion of the Library

The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library.. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated to library staff as soon as possible.

EXAMPLES OF LIBRARY VOLUNTEER - JOB DESCRIPTIONS

- Shelves books and materials
- Straightens shelves
- Minor cleaning and repairing of library materials
- Affixing labels
- Assists library staff during programs
- Assists in special projects
- Other basic and routine tasks
- Technology volunteer/specialized computer skills

SKILLS/QUALIFICATIONS

- Ability to speak English and to convey a positive friendly attitude
- Ability to arrange items in numerical and alphabetical order
- Aptitude for neatness and details
- Ability to work cordially with staff, patrons and other volunteers
- Ability to understand and follow written and verbal directions
- Dress and conduct themselves in a professional manner

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BEACON FALLS PUBLIC LIBRARY
VOLUNTEER APPLICATION

Name: _____

Address: _____

Home Phone _____ Cell : _____

E-Mail: _____

Emergency Contact (Name & Phone Number):

Availability (List hours available):

Monday _____

Thursday _____

Tuesday _____

Friday _____

Wednesday _____

Saturday _____

List past volunteer work you have done:

Describe skills you have that relate to this volunteer position:

Do you have an area of special interest?

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BEACON FALLS PUBLIC LIBRARY

APPLICATION FOR VOLUNTEERS

Ages: 14-17

STUDENT NAME: _____ **DATE OF BIRTH:** _____

My son/daughter has permission to participate in Beacon Falls Public Library programs as a volunteer. I understand that I am responsible for transportation to and from the Beacon Falls Public Library or the site where they are assigned.

We understand that behavior that threatens the well being of other participants or staff will result in suspension from the Beacon Falls Public Library. Smoking, the use of drugs, alcohol, or being under their influence of those substances, foul and inappropriate language, possession of a weapon, or gambling will mean immediate expulsion from the Beacon Falls Public Library Volunteer Service.

Student Name: _____ Home Phone: _____

Address: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Work Phone: _____ Cell Phone: _____

Parent/Guardian Signature: _____ Date: _____

Start Date: _____

End Date: _____

Scheduled day & time: _____

Interview & Date: _____

Assignments:

BEACON FALLS PUBLIC LIBRARY

CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

I, _____ agree to serve as a volunteer with the
Beacon Falls Public Library, in the capacity of _____.

I understand that any client information to which I have access, either through written records, electronic communication, meetings, or conducting department business, is privileged and shall be held in strict confidence. Client information that you become aware of will be shared only with the appropriate library staff.

Date _____ Volunteer Signature _____

Date _____ Parent/Guardian _____

Date _____ Library Director _____

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