

# The Beacon Falls Public Library

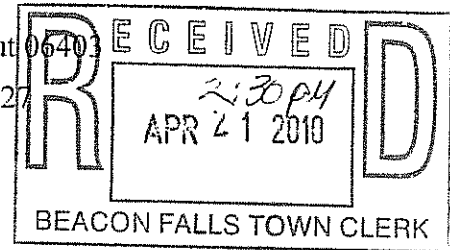
Library Board of Trustees

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## April 14, 2010 Meeting Minutes

- I. Call to Order: Chairman pro tem Lurana Siemenski called the meeting to order at 7:03 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, Julie Fitzpatrick

Members absent: Alex Chamenko

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Erin Schwarz adds d.) CT Community Sponsorship for Kindle borrowing and Marsha Durley adds e.) Request for a motion to allow treasurer to write an advance check for bus trips under New Business. Motion to approve amended agenda: Priestley/Schwarz; all approved.

- III. Approval of Minutes: The March 10, 2010 meeting minutes were reviewed. Marsha Durley would like to add clarification to Section VI. 35 Wolfe Avenue with "Committee met..." Motion to accept March 10, 2010 minutes with change: Siemenski/Priestley; Linda Chamenko and Julie Fitzpatrick abstained as they were not at the March meeting; all approved.

Correspondence: Notification of CT reimbursement for Connecticut program; BFPL gets paid for each item. The annual circulation payment for years was about \$14-16; this year BFPL was paid \$127.50 which included 1,038 total loaned items to out of town patrons.

- IV. Public Comment: Sue Dowdell  
Sue Dowdell attended the April 13, 2010 Board of Finance meeting. The March 30, 2010 Board of Finance minutes stated the library circulation increase over the past year was 10%; S Dowdell sent them a correction that it was actually more than that and that she supports increasing the hours of each of the three library staff members to 35 hours per week.  
The BFPL budget increase is 33% according to the budget prepared for a public hearing. S Dowdell encouraged all the Library Board of Trustees to attend this hearing on April 20, 2010 and support the library proposed budget which is \$147,305.00, an increase of \$37,142 over last year.

- V. Friends' Report: Sue Dowdell/Ken Priestley  
So far there are 139 fans for the Friends' Facebook page.  
The Scrabble tournament was very successful. \$2,400 was added to the building fund.  
Community calendar: a possible future link on the town web site was discussed.  
The FOL book sale will be June 4 & 5. Sue Dowdell showed an advertisement bookmark/free book coupon which BFPL staff will distribute before the sale. Erin Schwarz suggested handing them out at the Laurel Ledge scholastic book sale.  
**ACTION:** Sue Dowdell will check on distributing these bookmark coupons during the Laurel Ledge book sale.  
New reference section: M Durley ordered shelving from a firm in New Hampshire.  
The Friends received a \$100 check from Funding Factory for cartridge recycling.  
The bike rack is on order and should be delivered in 2 weeks.  
The DVD drop was installed at the back of the town hall building this week.  
The Home delivery bags were completed and presented to the Library Director.  
Martha Melville submitted a Scrabble press release and photos to the Republican-American newspaper.  
The FOL Pampered Chef fundraiser was a success.  
The FOL is looking into getting an American Express charge card primarily for online purchases.  
The FOL will donate water bottles to the 5k run/walk on May 8. The FOL will not have a booth at the River Race, but members will volunteer to help where needed.  
The FOL will purchase an extra CT park pass for patron use.  
S Dowdell will attend the April 26 Rotary Club meeting to talk about FOL.
- VI. 35 Wolfe Avenue 'Lewis House' Exploratory/Library Building Committee: Sue Dowdell  
The Wolfe Avenue Committee did not meet last month. Paul Bailey will present a report to Susan Cable on/about May 1. The HAZMAT report is done. Mr. Bailey is expected to attend the May 6 committee meeting.
- VII. Long Range Planning Goals Task Force Update/Library video  
Ken Priestley and Erin Schwarz: the script is complete and they are ready to start filming interviews. K Priestley will provide the voice overs. They are seeking "man on the street" video interviews; perhaps filmed during the fireman's parade June 12.
- VIII. Library Director's Report: Marsha Durley  
Program attendance is up 28% and there is a 17% increase in overall circulation for the year.  
In March, new adult registrations tripled over March of last year's causing a shortage of library cards. M Durley informed the Board that new library cards from their usual supplier cost 83.5 cents each with a minimum order of 1,500 cards. She researched other vendors and found cards through a new vendor with the CLC consortium that are less expensive.
- IX. Old Business
- a. Joining an Integrated Library System (ILS)/consortium – Bibliomation update  
Marsha Durley  
The BFPL staff is getting more comfortable with this product, but it takes more time to do certain searches.

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Patrons are using the online catalog; when you put in a request you can opt to be notified via email when the item is available.

- b. Review and/or create library technology policies to cover solicitations from groups to put a link on the library web site; define what can and cannot go on the mybflib.org site; and, lending of electronics (projector and screen) – research on local library policies

Lending of electronics policy: Erin Schwarz presented a sample policy from the Oliver Wolcott Library in Litchfield for the Library Board of Trustees to modify. They agreed there may need to be two separate policies: one for the Wii and one for the LCD projector and screen.

**ACTION:** Erin Schwarz will incorporate the Board's suggestions to these policies and bring revised versions to the May 12 meeting.

Erin Schwarz inquired about the town's web site about policy for adding links; waiting for response.

- c. Trustees listserv – Erin Schwarz to monitor  
The Library appropriation in the state budget was posted, no changes.  
On May 20, there will be a “Building a Library” Libratech program at the Edward O. Smith Library in Northford. Ken Priestley and Linda Chamenko plan to attend.

#### X. New Business

- a. Election of Officers nominated at March meeting – Chairperson & Treasurer/Secretary  
Motion to elect Lurana Siemenski to continue as Chairperson and elect Linda Chamenko to continue as Treasurer/Secretary; Schwarz/Priestley; all approved.
- b. Request the transfer of funds between lines of the budget  
Motion to allow Library Director to transfer funds between lines of the budget as necessary; Fitzpatrick/L Chamenko; all approved.
- c. Request scheduling special meeting in executive session to discuss personnel issue with employee: Marsha Durley  
This meeting would include a Union representative, the employee, Library Board Trustees and Library Director for the purpose of clarification and understanding of expectations. They would meet during the workday, possibly a Friday.  
**ACTION:** Marsha Durley will set a date and inform the Board to see who is available to attend. M Durley will check with First Selectman Susan Cable about the process of posting a special meeting and ask if a quorum is needed.
- d. CT Community Foundation Sponsorship for Kindle borrowing  
Erin Schwarz and Sue Dowdell are working on an application for a CT Community sponsorship for up to \$1500. The deadline is May 7, 2010. The sponsorship would be split as follows: \$500 for up to 50 e-books; \$500 for a Kindle; \$100 for advertising, refreshments, etc. This would also require a policy for borrowing the Kindle.  
Motion to authorize Erin Schwarz to prepare the CT Community Foundation application on behalf of the BFPL; Fitzpatrick/L Chamenko; all approved.

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- e. Request for a motion to allow treasurer to write an advance check for library-sponsored bus trips  
Motion to allow treasurer to write an advance check for library-sponsored bus trips:  
**L Chamenko/Schwarz;** all approved.

XI. Announcements/Adjournment:

The next meeting will be held on May 12, 2010 at 7 p.m.

Motion to adjourn the meeting at 9:10: **Siemenski/Fitzpatrick;** all approved.

Respectfully Submitted,



Martha Melville  
Library Board Clerk

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