

# The Beacon Falls Public Library

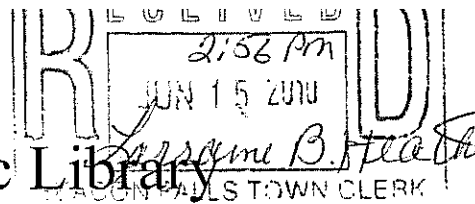
Library Board of Trustees

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## June 9, 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, Alex Chamenko, Ken Priestley, Erin Schwarz, Julie Fitzpatrick

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell, Jim Bucciferro

- II. Review of Agenda: The agenda was reviewed. Lurana Siemenski adds under New Business c.) Staff Suggestions. Motion to approve amended agenda: Fitzpatrick/L Chamenko; all approved.

- III. Approval of Minutes: The May 12, 2010 meeting minutes were reviewed. Motion to accept May 12, 2010 minutes: Schwarz/Siemenski; all approved.  
The June 2, 2010 special meeting minutes were reviewed. Motion to accept June 2, 2010 special meeting minutes: Fitzpatrick/A Chamenko; all approved.

Correspondence: NTR

- IV. Public Comment: Sue Dowdell  
Sue Dowdell expressed her dissatisfaction with the budget process to include the proposed library budget submitted was not allowed to increase library staff hours without union approval, and/or negotiation. At the joint Board of Selectmen/Board of Finance joint meeting on June 8, 2010 was the first time this was brought up despite being in the works since November 2009. The Town of Beacon Falls employees' Union contract states full-time library staff is 30 hours per week. It would seem to be against the contract to cut library hours which are outlined in the current union contract which expires June 30, 2013. Sue Dowdell suggested that the Library Board meet with the First Selectman to resolve this issue of only library employees being fulltime at 30 hours per week, while the rest of town employees are considered fulltime at 35 hours per week.
- V. Friends' Report: Ken Priestley  
Facebook up to 159 fans  
The Friends will subsidize up to 10 seats on the Bronx Zoo bus trip, if necessary, to prevent cancellation.

The book drop box is showing some rust, FOL members will fix rust and repaint section. Book sale last weekend made \$911.00 the best ever.

Family Fun night, Saturday July 10, the Friends will have booth and sell baked goods.

The Friends' 20<sup>th</sup> anniversary coming in 2011, celebration TBD.

Sue Dowdell will get nameplates for the media and book drops and bike rack, saying that these were donated by the Friends.

The Friends will pay a one-time set up fee \$400 to Bibliomation for their downloadable e-books service.

- VI. 35 Wolfe Avenue 'Lewis House' Exploratory/Library Building Committee: Sue Dowdell  
The Wolfe Avenue Committee met June 3 and reviewed responses from the architect on their questions about his report. The committee was concerned that the report didn't include higher level of specifications. The committee chairman will draft a letter to the Board of Selectmen about the committee's dissatisfaction with the structural analysis part of the architect's report. The Wolfe Avenue committee members indicated initial thoughts of recommendation regarding keeping or saving the house, 2 members were against demolition, the rest leaning toward recommending doing so. The committee felt more information is needed prior to making a recommendation. Once a recommendation is made, the Board of Selectmen will act on the recommendation, deciding whether to accept or reject that recommendation from this committee.
- VII. Long Range Planning Goals Task Force Update/Library video:  
Erin Schwarz conducted quick interviews at FOL book sale. The next step will be to conduct interviews with library staff and Susan Cable.  
**ACTION:** Marsha Durley will coordinate a day for Jim Bucciferro to tape all 3 staff members just after library closing hours.
- VIII. Library Director's Report: Marsha Durley  
Overall circulation for the month of May is up, but some categories showed decreases. E-book downloads 85 in May 2010 compared to 3 in May 2009. Program attendance was 20% higher in May 2010 than in May 2009. In May 2010, computer usage was up 57% and the number of computer users was up 70% over May 2009, mainly adults probably doing job searches and resumes. In the online survey conducted by Sue Dowdell, the option of online registration was a popular request. Program librarian and web masters are testing "Event Bright", a program to register for programs online.
- IX. Old Business
- a. Bibliomation update: Marsha Durley  
Adding library catalogs to Evergreen program. Now there are 6 or 7 libraries participating.
  - 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)  
Erin Schwarz presented the final versions of the electronics lending policy for the Wii and LCD projector and portable screen, to include a \$100 deposit for projector & screen which must be returned to the circulation desk.  
**Motion to adopt lending electronics policies: L Chamenko/Priestley; all approved.**

JUN 15 2010

Beth Bucciferro sent links to E Schwarz of sample policies of what is and is not allowed to be linked from other library web sites. E Schwarz reviewed various policies. Discussion ensued with the Library Board about what to include in this policy perhaps having final approval be at the discretion of the Library Director with guidance from Library Board of Trustees, when needed.

The town web site doesn't have a policy in place for this.

**ACTION:** Erin Schwarz will draft policy over the summer and present at the September meeting.

Alex Chamenko departs at 8:18.

- c. Trustees listserv – Erin Schwarz to monitor - NTR

## X. New Business

- a. Revising DVD loan guidelines

Based on the results of the online survey, there were many requests to offer more DVDs. There is no room in the library for more DVDs, if more were circulated that would make room on the shelves.

Motion that Marsha Durley institute a more liberal loan DVD policy for the summer to start July 1, 2010 with a new limit of 6 with no more than 3 new releases per loan period; L Chamenko/E Schwarz; all approved.

- b. Payment of Association of Connecticut Library Boards annual dues

Marsha Durley stated that in the past this bill, approximately \$80 per year, had been paid from the library budget, she requested that this be paid by the Library Board.

Motion for the Library Board Treasurer to pay the Association of Connecticut Library Boards annual dues: Fitzpatrick/Siemenski; all approved.

- c. Staff suggestions – Raised to Library Board of Trustees during June 2, 2010 special meeting with library staff

- 1. Credit card – Discussion among Library Board of Trustees about the program librarian using personal funds to purchase materials for library programs and then getting reimbursed from library budget. The members thought petty cash from the budget could be used for these purchases.

**ACTION:** L Chamenko will talk to Susan Cable about getting a \$200 advance from library budget line item #1805 for program supplies to use as petty cash to make small purchases for library programs, followed by receipts for reimbursement which would go back into this petty cash fund.

- 2. Cooperation with schools – The program librarian expressed that she was happy to be making inroads into working with Laurel Ledge, but was frustrated by the lack of response and communication she received from Woodland.

Marsha Durley informed the Board that Gail Novaco, a WRHS teacher, visited the library and offered to do a program on Geocaching.

- 3. Library staff requested a quiet space to do certain work without distractions to be able to do this work faster. The Library Board

members suggested the assembly room or the adult room. After the Library Board of Trustees toured the adult rooms, they confirmed that space was very limited for setting up a table without hindering patron access to the collections and that the first floor assembly room might work for some tasks needing to get done but not for all since some tasks were network dependent.

XI. Announcements/Adjournment:

Chairman Lurana Siemenski appointed Ken Priestley to sign off on bills in her absence for the end of fiscal year.

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

Motion to adjourn the meeting at 8:57: Schwarz/Fitzpatrick; all approved.

Have a great summer!

Respectfully Submitted,

Martha Melville  
Library Board Clerk

Attachments:

Lending Contract Agreements Beacon Falls Public Library:  
LCD projector and portable screen  
Wii gaming system

JUN 15 2010