



The Beacon Falls Public Library
Library Board of Directors
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March 12, 2008

- I. Call to Order: Chairman Susan Levine called the meeting to order at 7:01 PM in the Connie Christensen Children's Room.

Members Present: Susan Levine, Lurana Siemenski, Anna Marie Altieri, Linda Chamenko, Maryann Smith

Staff Present: Marsha Durley, Head Librarian

Affiliates Present: Sue Dowdell, Long Range Planning Chair

Members Absent: Julie Fitzpatrick

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda as submitted: Altieri/Siemenski; all approved.

- III. Approval of Minutes: The February minutes were reviewed. Motion to accept minutes: Chamenko/Altieri; all approved.

Correspondence: None

- IV. Public Comment: Sue Dowdell
Queried if the Library Board plans to update any policies; computer usage portion updated 6-8 months ago per Marsha Durley; add policies for "library use only bulletin board" and behavior expected in the library; Sue Dowdell suggested the Library Board form a committee to look at revising policies; add under new business for next meeting.

- V. Friends' Report: Sue Dowdell reported on the following:
Met on March 4; received \$220 SNET donation; \$75 BFJWC donation; purchased 2 passes American clock & watch museum and CT Trolley & CT Fire museum; By laws to be voted on in May; new resident letters on hold because Joan Morris is laid up; new copier to be purchased by FOL; ink cartridge recycling funds up to \$95 so far, this will be used towards new computers; Community Calendar getting good response from organizations; book sale June 14 the Saturday of Beacon Hose carnival

- VI. Building Committee: Anthony Messina (via email)
There was no meeting of the Building Committee hence there is no report, however, the Committee remains open to providing any help the Long Range Planning Committee requires during the development of its report.

VII. United Valley Library Report: Marsha Durley reports:
Not notified of a meeting this month

VIII. Five Year Plan: – Sue Dowdell

“Big Happy Family” meeting a success. The following night the committee met. Currently there are 16 members, a good mix of people. Committee is gathering people for focus groups from outside of library community. There are 6 dates for focus groups, Laura sending postcard reminders for 3 sessions of focus groups: 3/26 senior center @ 1 PM; 3/26 library @ 7; 3/27 Town Hall Assembly room @ 1 PM

LRP will meet at night on 3/27. Consultant Rodney Perry will collect data to get direction and mission service priorities.

In April, Mr. Perry will be back to refine findings; three more focus group sessions scheduled in April during school break.

During focus group meetings, Mr. Perry suggested having door prizes as a thank you. The LRP Committee Chair will purchase gift certificates from local community businesses as there is no money in LSTA budget for this. The LRP Committee can give bookmarks to all participants. Refreshments will be served; Sue Dowdell will get water & coffee and be reimbursed from budget. Refreshments/desserts: Library Board may be called upon to provide if necessary.

The committee expects to have 8-12 or more attend the focus groups and can have up to 20.
Motion to purchase 12 \$10 gift certificates from local businesses: Chamenko/Altieri; all approved.

Motion to reimburse LRP Committee Chair for \$120 in gift certificates: Smith/Siemenski; all approved.

Sue Dowdell started a yahoo group’s web site. She will post library photos and visitors can post ideas.

IX. Librarian’s Report:

a. Circulation and Programming Reports –

Adult circulation up 10.5% over last February; children’s circulation down by 12%; audio books up; video down a bit; ILL takes time to process; program attendance down 17% from last February; big drop in computer usage probably attributed to frequent users getting computers of their own.

b. Financial Summary –

Balance exists under library materials but will be spent in last quarter to purchase summer reading materials; dues and fees will be spent in last quarter; programming about the same as last year. Grant money shown as a budget line. Grant paperwork submitted to Hartford again.
\$121.30 in petty cash turned over to Library Board Treasurer.

c. Review of Paid Bills – total \$916.63 (not including salaries)

Motion to pay Library Board Clerk bill for February meeting: Altieri/Smith; all approved.

Bill for \$300 for newsletter; Sue Dowdell needs to be reimbursed for December refreshments provided during consultant interviews; approved at February meeting, need to find receipts to verify amount.

X. Old Business:

a. Registrar's Space:

No activity in the past 2 weeks; sheetrock up in new offices; town crews to tape; Marsha Durley took Mr. Perry over to view space; he recommended consulting a space planner to make the best use of the space and hallway.

Booth library in Bethel giving away two 2004 Xerox copiers after they get their replacements; Marsha Durley requested the working copier.

Marsha Durley asked that Library Board members attend Selectman's meeting to show support in finishing this project.

XI. New Business:

a. Permission to close library on Saturday March 22 (Easter weekend)

Motion to close library on Saturday March 22 (Easter weekend): Smith/Altieri; all approved.

XII. Announcements/Adjournment:

Adjournment- The next meeting will be held on April 9, 2008 at 7 PM. Motion to adjourn the meeting at 8:12 pm: Altieri/Siemenski; all approved.

Anna Marie Altieri to take notes for April meeting in absence of Library Board Clerk.

Respectfully Submitted,

Martha Melville
Board Clerk