



The Beacon Falls Public Library

Library Board of Directors

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September 10, 2008

- I. Call to Order: Chairman Susan Levine called the meeting to order at 7:07 PM in the Connie Christensen Children's Room.

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

Staff Present: Marsha Durley, Head Librarian

Affiliates Present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Susan Levine adds under New Business c. Policies Committee; d. LRP Goals Motion to approve amended agenda: Chamenko/Siemenski; all approved.

- III. Approval of Minutes/Correspondence: The June minutes were reviewed. Motion to accept corrected minutes: correction to name spelling (Kathy Kersten) **Altieri/Smith**; all approved.

Correspondence: thank yous to send

Invitation to ACLB Leadership Conference on 10/31 at Water's Edge; \$50 per person, can reserve online

7/3/08 Letter from Sue Cable to Library Board re Lorna Baldwin resignation

7/3/08 Letter from Sue Cable to Library Board re announcing Mary Ellen Gill as new program Librarian hired on with a 3 month probation period

9/8/08 Board of Selectmen letter re appointing Mary Ellen Gill as the permanent program librarian

Letter from Bibliomation, Inc. Libraries Sharing Computerized Services

Marsha Durley gave list of thank yous for Julie Fitzpatrick to write

Also need to send formal thank yous to members of the LRP Committee

LRP highlights brochure published and distributed throughout the summer

- IV. Public Comment: NTR

- V. Friends' Report: Sue Dowdell

Met last week, had 3 new members join; incorporation filing complete;

Entertainment books for sale; FOL had booth at Family Fun Night on July 5;

cartridge collection going well; Earned \$8.36 so far from GoodSearch online search

engine; to hold Scrabble tournament in spring with light supper and raffle; at Sept. 27

Duck Race FOL will sell popcorn & do face painting; Open House Oct 4 FOL will provide refreshments; looking for help to clean up library on Friday Oct 3 at 5:30; Library Board members to provide refreshments as well; FOL Fall book sale Friday Oct 17 (6-8 PM) & Oct 18 (9 AM – 2 PM)

- VI. Building Committee: Tony Messina via email
The Building Committee will be looking to schedule a meeting later this month to discuss recent public comments concerning town land transfer and purchase of Wolfe Ave, Building Program and re-evaluation of potential sites.
- VII. United Valley Library Report: Marsha Durley
Had meeting scheduled for today, attendance would be poor so it was postponed until September 18 and will meet in Seymour
Bilingual books are in and will be shared among libraries
Invitation from Kellogg Center to be involved in Dickens Christmas program
- VIII. Long Range Planning Committee Report: Sue Dowdell
Marsha Durley: July 31 final financial report & evaluation due to Hartford; submitted but no feedback; completed under budget; copy of LRP report accompanied reports; LRP report is posted on bflib.org site
Reports bound and available for circulation & reference in library and copies will be sent to town organizations
- a. adopt plan presented on June 18: Motion made for Library Board to adopt Long Range Plan; Fitzpatrick/Altieri; all approved
 - b. disband LRP committee: Motion made to disband existing Long Range Plan Committee; Smith/Siemenski; all approved
- IX. Librarian's Report: Marsha Durley
- a. Circulation and Programming Reports – June 30 end of fiscal year
June: Down for year; down for June; ILL borrowed less but ILL lent more
Adult registrations down for year, children registrations stable;
Program attendance, down for June; down about 25% for the year
Internet numbers down for month; volunteer hours up;
July: circulation up for adults; kids stable; videos up; ILL borrowed down, ILL lent up 20%; registrations new adult up; kids stable
Program attendance up 2.5x thanks to hard work by Lorna Baldwin, Sue Dowdell & Mary Ellen Gill; prizes for kids based on number of hours they read; internet fewer hours, about the same number of users; volunteer hours up many adults as well as high school students; will need to watch expenses on programming this year;
August: circulation down a bit; video circulation down; ILL lent up; ILL borrowed stable; registrations same as a year ago; program attendance same as last year;
Internet usage down; usable laptops down to 3 from the normal 6
Web counter on bflib.org showing about 85 visits per week
 - b. Financial Summary – end of budget year June 30;
June -- Small balances on each line item
July -- new budget year

- c. Review of Paid Bills –
 - June total \$5,738.05 (excluding salaries and library study grant expenditures)
 - July total \$4,535.98 (excluding salaries)
 - August total \$961.70 (excluding salaries)

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

X. Old Business:

- a. Registrar's Space: Open House: October 4 10 a.m.- 1 p.m.– LB members will bake refreshments
Clean up on October 3 at 5:30 bring your own cleaning supplies
Marsha Durley reports: shelving out for painting
Library Board members had tour of renovated space

XI. New Business:

- a. Joining an Integrated Library system (ILS)/consortium (Bibliomation)
 - A goal in LRP; BFPL can be in pilot project; free open source products; this would eventually replace the Inter-Library Loan program. Bibliomation looking to work with 3 small libraries in pilot program. One time fee is \$3,875. for technical support and set up. BFPL could get grant monies for this. A rep from Bibliomation can attend October 8 LB meeting.
 - Motion by Linda to write letter of intent re Koha Open Source ILS MA seconded; all approved

LB member Anna Marie Altieri departed at 8:50 p.m.

- b. Xerox copier trade up – old machine which library and registrar's office shared; Xerox rep suggested trading it in for a newer model that is smaller and more efficient; current cost is \$100 per month to lease a Xerox machine to the Town of Beacon Falls; Motion made to have Marsha Durley pursue upgrade of Xerox copier lease with town administration; Fitzpatrick/Smith; all approved (except Altieri).
- c. Policies Committee – Existing policies need updating. Motion made to have Marsha Durley identify and compile a list of new policies needed; **Siemensi/Smith;** all approved (except Altieri).

Library Board members to review existing policies that are online (bflib.org) and discuss any changes at the end of the October 8 meeting.

- d. LRP goals – listed in brochure; Goal #3 (New Automation System/joining consortium) being worked on;
Goal #5 (Building Community) Library Board members tasked with bringing suggestions of people to recommend to this task force (establish a network of individuals and organizations that will build community support for a new library); a Library Board member will be on this task force.

Linda Chamenko to check on status of video being developed about library, Jim Bucciferro was video taping at library during summer programs

XII. Announcements/Adjournment:

The next meeting will be held on October 8, 2008 at 7 PM. Motion to adjourn the meeting at 9:15 pm: Fitzpatrick/Chamenko; all approved (except Altieri).

Respectfully Submitted,

Martha Melville
Board Clerk