



# The Beacon Falls Public Library

## Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 -1441 ▪ fax: (203) 729 - 4927

[beaconfallslibrary@yahoo.com](mailto:beaconfallslibrary@yahoo.com)

**October 8, 2008**

- I. Call to Order: Chairman Susan Levine called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room.

Members Present: Susan Levine, Lurana Siemenski, Julie Fitzpatrick, Anna Marie Altieri, Linda Chamenko, Maryann Smith (arrived at 7:55)

Staff Present: Marsha Durley, Library Director

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

- III. Approval of Minutes/Correspondence: The September minutes were reviewed. Motion to accept minutes: Altieri/Fitzpatrick; all approved.

Correspondence: copies of letters from Marsha Durley to Bibliomation re letter of intent and letter to Board of Selectmen requesting Xerox copier upgrade.

- IV. Public Comment: NTR

- V. Friends' Report: Martha Melville

Met last night Treasurer Isabelle Culotta presented a 2008-2009 proposed budget (a first); Election of Officers 2008-2009

President – Wanda Mulinski

Vice-President – Sue Dowdell

Secretary – Martha Melville

Treasurer – Isabelle Culotta; revised bylaws were approved;

plans for Scrabble tournament for the spring continue, date will be set in the next 2

weeks; FOL Fall book sale Friday Oct 17 (6-8 PM) & Sat. Oct 18 (9 AM – 2 PM) to

include leftovers from St. Michael's fair set up Friday @ 1PM; & pumpkin painting;

will sponsor a holiday boutique fundraiser with Goatboy Soaps and non-jewelry items from DeBlock's Rocks

- VI. Building Committee: has not met

- VII. United Valley Library Report: Marsha Durley

Met in the past month, first time in a year and a half, brought back multicultural books in several languages; Kellogg center offer about Dickens Christmas, UVL decided against this, UVL meetings to be every 2 months

VIII. Long Range Planning Goals Update

Need names of people to be on task force plus Library Board member(s)  
Tabled until more info can be obtained from Sue Dowdell

IX. Library Director's Report: Marsha Durley

- a. Circulation and Programming Reports – September super, adult circulation up 48% over September 2007 most likely due to opening of new adult room; overall circulation up 8% from last year; ILL-Lent books increased 80% over last September; children's program attendance more than doubled over September 2007 (story time with Miss Meg)  
October 19<sup>th</sup> Salem, MA trip full  
Internet usage down, as there were only 3 workable laptops; there are now 6 usable laptops & desktop computer will be reformatted; 353 web site visits in September. Volunteer hours tripled over last September, many adults since exposed to the LRP  
Julie Fitzpatrick suggested that the library have a program for estate planning for adults (seniors)
- b. Financial Summary – computers all upgraded and software installed. Sue Dowdell did part, then finished with a tech support guy @ \$45/hour
- c. Review of Paid Bills –

Motion to pay Library Board Clerk bill for September meeting:  
**Altieri/Chamenko**; all approved.

X. Old Business:

- a. Registrar's Space: Open House: October 4  
Place looked beautiful, Marsha thanks the Library Board & FOL members for cleaning and to the bakers; steady flow of visitors
- b. Joining an Integrated Library System (ILS)/consortium- Bibliomation presentation given by: Mike Simonds, Tom Sweda & Amy Terlaga a non-profit membership consortium based in Middlebury  
Implementation would include one full day training with staff, online help/tech support; 47 library members right now; partnering to share costs; Council sets the fees; small library discount tied to size of library's budget cannot exceed 3.5% of library budget.  
No need to process ILL it's all automatic; books will just appear at library from another town library  
Bibliomation received 3 applications for pilot program: Beacon Falls, Salem library (received grant) & Slater library in Griswold; fee then negotiated and locked in; Beacon Falls would become a full member after pilot program; BFPL would be behind Bibliomation's firewall; software installation can be done remotely; hardware and software can be purchased from Bibliomation; free service provided to work with building architects for technical consulting;

BFPL has 14-character bar codes – may not be a problem with the Bibliomation system; Mike Simonds will send a letter next week saying that BFPL is one of their development partners.

Motion made to authorize Marsha Durley to send Bibliomation a letter of commitment pending funding; Fitzpatrick/Siemenski; all approved.

- c. Xerox copier trade up – Marsha Durley wrote letter to Board of Selectmen but no meeting this week
- d. Library video update – Linda Chamenko called videographer Jim Bucciferro, no update; Anna Marie Altieri will check with him as she will see him at church/CCD
- e. Policies update – change Library Board of Directors to Library Board of Trustees  
Change Head Librarian to Library Director  
Anna Marie Altieri volunteered to research other libraries' policies and bring suggestions to the next meeting  
Material Section: D. Periodicals: only get Consumer Reports & Smithsonian magazines (gift subscriptions) and some newspapers; limited space prohibits a large collection  
E. Change all references to Video Cassettes to DVDs; Region One Video Circuit obsolete, update to current name  
G. 2. Interlibrary Loan – add library staff to use the service centers (not just head librarian)  
Collection Maintenance: 1. Change books not circulated for 5 years to a shorter period of time  
Unscheduled Closings: Library Director will no longer notify Chairman of Library Board  
Circulation of Video Cassettes/DVDS switch order to DVDS/Video Cassettes  
Change all references of Western Connecticut Library Council – to CLC (Connecticut Library Consortium)  
Add Code of Conduct policy? Laura Marcella drafted a policy; distributed to Library Board members.

XI. New Business:

a. 2009 meeting schedule:

November 12, 2008, December 10, 2008, January 14, 2009, February 11, 2009, March 11, 2009; April 8, 2009, May 13, 2009, June 10, 2009, September 9, 2009, October 14, 2009, November 18, 2009 (the 2<sup>nd</sup> Wednesday falls on Veteran's Day), December 9, 2009

Motion to accept 2009 meeting schedule: Altieri/Smith; all approved.

- b. Election of Officers tabled until November meeting – by laws will need to be changed at next meeting to reflect election of officers.

XII. Announcements/Adjournment:

The next meeting will be held on November 12, 2008 at 7 PM. Motion to adjourn the meeting at 9:16 p.m.: **Chamenko/Altieri**; all approved.

Respectfully Submitted,

Martha Melville  
Board Clerk