



The Beacon Falls Public Library

Library Board of Trustees

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November 12, 2008

- I. Chairman Susan Levine could not call the meeting to order as there was not a quorum present; following are the notes from a workshop conducted with members present and the Library Director in the Connie Christensen Children's Room.

Members Present: Susan Levine, Anna Marie Altieri, Linda Chamenko

Members absent: Lurana Siemenski, Julie Fitzpatrick, Maryann Smith

Staff Present: Marsha Durley, Library Director

- II. Review of Agenda

- III. October Minutes/Correspondence

- IV. Public Comment: none

- V. Friends' Report: Martha Melville

Book sale netted \$560.25, the majority of the sales were during the 2 hours Friday night; Scrabble tournament set for March 26, 2009 at St. Michael's lyceum; holiday boutique will be set up in library on November 22 to include Goatboy soaps, jewelry by Elaine Klabonski and non-jewelry gift items by Karen DeBlock; a motion was made and passed for the Friends to finance up to \$1,937.50 in the event BFLB doesn't receive grant funding to cover initial expense of Bibliomation.

- VI. Building Committee Report

- VII. United Valley Library Report

- VIII. Long Range Planning Goals Update

- IX. Library Director's Report: Marsha Durley

a. Circulation and Programming Reports – up 7% for the year, but still shy of the 10% wanted in LRP; surge in adult circulation due to new room open; children's circulation down a bit probably due to school work and sports; ILL-Lent more so far this year than last year altogether; new children's registration increase due to Meg Gill visiting Laurel Ledge. Program attendance for children in October was 223, up 61% for the year. Volunteer hours double from last year.

- b. Financial Summary – watching computer and program line items
- c. Review of Paid Bills –

X. Old Business:

- a. Joining an Integrated Library System (ILS)/consortium – Marsha Durley called Salem library to get background information on their grant process and how they committed to Bibliomation; Laura Marcella talked to Salem’s staff person on how they worked with Bibliomation.
- b. Xerox copier trade up – the Board of Selectmen got Marsha Durley’s letter this month. The BOS voted to upgrade the copier. Library Director is waiting for the minutes of their meeting to see what was said about who was responsible for making it happen.
- c. Library video update – NTR, Anna Marie Altieri will check when she sees Jim Bucciferro next week; Marsha Durley will send him a thank you note for his work done so far and look forward to seeing finished product.
- d. Policies update – Code of Conduct policy – to be discussed at December meeting. Anna Marie Altieri researched other area library’s policies (Bethany, Roxbury, Woodbridge, Oxford) and found that not many libraries posted their polices on their web site.

XI. New Business:

- a. Election of Officers/changing by laws – tabled until December’s meeting
- b. Bibliomation fee funding request – tabled until December’s meeting
- c. Next fiscal year’s budget (July 2009-June 2010) – Marsha Durley to start building the library budget to include increasing staff hours; review LRP to add items scheduled in plan including hiring a 4th staff person to fill Web 2.0/blog position; will require better program funding if program librarian becomes full time and plans more programs. Bibliomation fee may be more than current Follett program. Marsha Durley will increase line items by 5% for anticipated cost increases.
- d. Request to make all library staff full time employees (35 hours/week)

XII. Announcements/Adjournment:

The next meeting will be held on December 10, 2008 at 7 PM.

Respectfully Submitted,

Martha Melville
Board Clerk