



# 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)

**December 10, 2008**

- I. Call to Order: Chairman Susan Levine called the meeting to order at 7:15 p.m. in the Connie Christensen Children's Room.

Members Present: Susan Levine, Lurana Siemenski, Julie Fitzpatrick, Linda Chamenko

Members Absent: Maryann Smith, Anna Marie Altieri

Staff Present: Marsha Durley, Library Director

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

- III. Approval of Minutes/Correspondence: The October minutes were reviewed (not approved in November as a quorum was not present). Motion to accept minutes: Chamenko/Siemenski; all approved.

Correspondence: none

- IV. Public Comment: none

- V. Friends' Report: Julie Fitzpatrick  
FOL will provide refreshments for a Civil War presentation on January 22.  
Scrabble tournament March 26, 2009  
Holiday boutique going well

- VI. Building Committee Report: NTR  
Marsha Durley attended a Library Journal's Design Institute East program in Hartford about the latest trends in library building projects from architects. Its purpose was to bring people in the library community together with architects to hear about the latest trends in library building projects. GREEN is the word, energy efficient and environmentally friendly.  
In January, Norwalk will have a grand opening of their 55,000 sq ft library built on less than 3 acres with parking, a multi-story facility.  
Libraries must "build green" to get state funding now.

- VII. United Valley Library Report: Marsha Durley  
NTR

VIII. Long Range Planning Goals Update

Library Board members need to bring names of potential members to next meeting.

IX. Library Director's Report: Marsha Durley

- a. Circulation and Programming Reports – circulation down on videos, up on adult books, about the same for juvenile compared to same month last year; above totals from last year so far; program attendance up from last year; internet usage down compared to last year.
- b. Financial Summary – programming spending about the same as last year, has leveled off this year; Maryann Smith will turn over Library Board checkbook to Linda Chamenko.
- c. Review of Paid Bills –  
Motion to pay Library Board Clerk bill for November meeting: Fitzpatrick/Siemenski; all approved.  
Motion is made to pay the clerk for services rendered in the future without requiring the approval of the Library Board. Clerk's bill should be presented directly to library staff for signing by the Board Chairman; Fitzpatrick/Siemenski; all approved.

X. Old Business:

- a. Joining an Integrated Library System (ILS)/consortium-  
Marsha Durley sent letter of commitment to Bibliomation, no confirmation yet from the company.  
Grants: CT Community Foundation deadline is January 9, 2009 for letter with the application due by February 15, 2009. They will only award up to 50%; Matthies deadline is May 1, 2009 but no money will be awarded until August. Grant applications need to be written up either way for funding of Bibliomation.
- b. Xerox copier trade up – New machine arrived today, has a lot more functions than old model; takes up same amount of space as old one; Marsha Durley had to submit a purchase order for it.
- c. Library video update – NTR
- d. Policies update – Code of Conduct policy – In November, Anna Marie Altieri researched other library's policies in the area, Bethany, Roxbury, Woodbridge, Oxford, not many libraries posted their policies on their web site. Suggestions: have policies in a reference book, also post them in library. Changes made on wording of Code of Conduct policy.  
Motion made to adopt Code of Conduct policy: Chamenko/Fitzpatrick; all approved. Marsha Durley will ask Laura Marcella to incorporate these changes into the master copy.

XI. New Business:

- a. Election of Officers – by laws will need to be changed to reflect election of officers. This action was avoided by Chairman Susan Levine resigning at this meeting, Treasurer/Secretary Maryann Smith made her request to resign earlier. Motion made to accept these resignations: Fitzpatrick/Chamenko; all approved.  
Motion made to appoint Anna Marie Altieri as Chairperson pro tem and Linda Chamenko as Treasurer/Secretary: Fitzpatrick/Siemenski; all approved.
- b. Bibliomation fee funding request  
Motion made to provide half of Bibliomation funding, to match what FOL approved: Fitzpatrick/Chamenko; all approved.
- c. Next fiscal year's budget (July 2009-June 2010)  
Draft given to Library Board members which included a 5% increase to line items and three library staff members at 35 hrs/week (full-time)  
January 16, 2009 budget due to Susan Cable
- d. Request to make all library staff full-time (35 hrs/wk)  
Marsha Durley requests that a board member send a note to the Board of Selectmen's office as a head's up on the new budget request of increasing the library staff to full time; current library staff full time is considered 30 hrs/week, which differs from other town employees; Anna Marie Altieri, Julie Fitzpatrick & Linda Chamenko will work on a letter to BOS.

XII. Announcements/Adjournment:

The next meeting will be held on January 14, 2009 at 7 PM. Motion to adjourn the meeting at 8:55 p.m.: Levine/Siemenski; all approved.

Respectfully Submitted,

Martha Melville  
Board Clerk