



# The Beacon Falls Public Library

Library Board of Trustees

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## October 14, 2009 Meeting Minutes

- I. Call to Order: Maryann Smith called the meeting to order at 7:02 p.m. in the Connie Christensen Children's Room of the Library.

Members present: Maryann Smith, Lurana Siemenski, Susan Levine, Julie Fitzpatrick, Linda Chamenko, Erin Schwarz

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Marsha Durley adds under New Business i. Policy to loan projector and screen; and j. Reimbursing Meg Gill for bookmarks purchased for a kindergarten craft using donations made in Lorna Baldwin's name. New business item c. change webmaster to web host. Motion to approve amended agenda: Chamenko/Schwarz; all approved.

- III. Approval of Minutes: The September meeting minutes were reviewed. Susan Levine pointed out that a motion to adopt the June 23, 2009 revised by-laws was omitted from the September meeting. Motion to adopt the June 23, 2009 revised by-laws: Levine/Siemenski; all approved. Motion to accept September minutes with motion above: Schwarz/Chamenko; all approved.

Correspondence: Letter received from Jones Family Farm with a \$50 gift card to use for Fall harvest produce for display at local businesses.

Maryann Smith presented a letter to the board as a reminder that her term is ending in November and she will not be seeking re-election.

- IV. Public Comment: Sue Dowdell  
Webinar link emailed to Library Board members; they can use new projector and screen to view.

- V. Friends' Report: Sue Dowdell  
The Friends had a booth at the October 3 Duck Race for face painting, popcorn, and Entertainment books. They also sold buttons which are now on display in the library. Currently they are having a membership drive, library staff is passing out membership forms.  
Holiday party on Saturday December 5<sup>th</sup> at Dowdell's house, all welcome.

The fall book sale will be Friday October 16 from 6-8 PM and the book sale and pumpkin painting will be held on Saturday October 17 from 9 AM – noon.

Entertainment books are for sale, \$30 for the New Haven book.

LCD projector and screen purchased through monies earned from ink cartridge recycling.

ACTION: The Library Board needs to create a policy on loaning the LCD projector, screen and any other technology out to local organizations (not private individuals).

New reference section, Chris & Rhonda Bielik donated \$2000 to start it up.

Friends will provide refreshments for 2 programs (October 28 and November 5).

VI. Building Committee Report 35 Wolfe Avenue 'Lewis House' Exploratory/Library Building Committee: Sue Dowdell

Building committee hasn't met; WALHEC will be meeting again. The town advertised for requests for qualifications; received 14 packets. Kirk Shultz will call 2 meetings; one to see what evaluation process is, second meeting to determine which companies the committee wants proposals from. No firm dates set.

VII. United Valley Library Report: Marsha Durley  
NTR; no meeting

VIII. Long Range Planning Goals Task Force Update: next special Library Board meeting will be Monday October 26 at 7 in the library; more train the trainer info.

IX. Library Director's Report: Marsha Durley

a. Circulation and Programming Reports –  
First quarter circulation was over 10,000 items; 11% above totals last year. Program attendance, which includes Valley Photography Club meetings and computer classes, has increased over last year.

b. Financial Summary –  
Remaining budget balances where they should be for this time of year.

c. Review of Paid Bills –

X. Old Business

a. Joining an Integrated Library System (ILS)/consortium – update Marsha Durley  
Moving along nicely. The library staff had meeting with Bibliomation yesterday; Marsha shared a handout from the company with the board members. This pilot project will now start with the Beacon Falls library. Bibliomation personnel said the BFPL records were in the best condition and would be easiest to start in Beacon Falls. Bibliomation will meet here again on November 24. They will use the Evergreen program, not Koha, which can provide extras such as security, WOWbrary online database showing new purchases and emailing patrons when a new book requested is in (for an additional \$500 per year). Start date expected late January 2010. Maintenance/tech support annual fee not known at this time. Two computers were promised from Bibliomation in the original offer to BFPL. The Salem Library has pulled out of the pilot program as they didn't want to wait. Instead they joined the original Bibliomation program. Hebron Douglas Library in Hebron and Windom Free

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Library in Willimantic are the other two libraries in this pilot program. BFPL may still need to change the bar codes; \$35 per 1,000; will need 15,000 bar code labels. BFPL will get a formal letter and invoice for Bibliomation's services.

- b. Wall mural for young adult area – Marsha Durley  
NTR from Russell Rainbolt
- c. Library video update – video clips copied onto external hard drive and left at circulation desk for members to view. Erin Schwarz took this hard drive home to watch; will discuss at October 26 special meeting; presentation script needed.
- d. WRHS Life Skills student working at library – The student started today, dusted shelves; will be coming in one day per week on Wednesdays for 2 hours; teacher came with her. Also, Josh Kodozoy will do his school senior project on the library, to increase the teen use of the library. He will work on presenting a one-time program for middle school through high school sophomores to be conducted during February 2010 vacation.

#### XI. New Business

- a. 2010 meeting schedule presented; will be filed with town clerk.
- b. Review and/or create library technology policies: solicitations from groups to put a link on the library web site, develop a policy about what can and cannot go on the mybflib.org site.  
ACTION: Julie Fitzpatrick will research what other local libraries have for technology policies. Add this to the October 26 special meeting agenda.
- c. Changing web address from bflib.org to mybflib.org and name Beth Bucciferro as the web host.  
Motion to name Beth Bucciferro as the new web host, and change web address from bflib.org to mybflib.org; Fitzpatrick/Chamenko; all approved.  
ACTION: Martha Melville, Library Board clerk, will write a letter on behalf of the Board to Ray Buzgo stating that his services are no longer needed. He is to discontinue being web host on or before November 30, 2009 and he may delete all BFPL files off his server.  
Email addresses at bflib.org will also have to be changed to mybflib.org; library staff will have to make changes over the next 6 weeks to avoid losing email.
- d. New Trustees listserv, a chat board for library board members to field questions. At least one trustee must represent the Library Board and report information of interest to the board; ACTION: Erin Schwarz volunteered to monitor.
- e. Request for Library Board to review policy relating to Collection Development  
The Library Director requested clarification on policy section G about buying books for school summer reading. It was suggested that she check with the schools for copies of books on the reading lists and request that they be loaned to the BFPL for summer for circulation. It would help the Library Director to

get summer reading lists in advance from teachers and any lists of books intended for student projects. ACTION: Erin Schwartz will approach Mr. Agostine about better communication between the school libraries and town libraries and getting the teachers to publish their reading lists earlier.

- f. Suggestions for Library Director to streamline procedures; follow-up to her evaluation. Marsha Durley queries the board on ways to streamline processes. ACTION: Linda Chamenko to find notes from the Library Director's evaluation in June; topic tabled until November meeting. How can the Library Board help things flow easier?
- g. Reimburse Friends of Beacon Falls Library for \$775 advance for Salem bus trip. Linda Chamenko wrote check; bus is full, plus a small waiting list.
- h. Preliminary 2010-2011 budget discussion Marsha Durley thinks the Board of Selectmen may want the library budget earlier this year. ACTION: Marsha Durley will present a preliminary budget at the November meeting for the Library Board to approve at the December meeting. Budget requirements: Computer, Bibliomation, 4<sup>th</sup> library staff person as mandated in long range plan and any other items in that plan to be implemented now.
- i. Policy to loan projector and screen – Should it be loaned to local town and non-profit groups. Circulate and use same borrowing rules as with books and media, any damage needs to be paid for by borrower. Topic tabled until November meeting, need a technology policy on lending of electronics.
- j. Reimburse Meg Gill \$32.95 for bookmarks purchased for a kindergarten craft using money donated in Lorna Baldwin's name; Motion to reimburse Meg Gill \$32.95: Fitzpatrick/Schwarz; all approved.

XII. Announcements/Adjournment:

Last meeting for Library Trustees Susan Levine and Maryann Smith.

The next meeting will be held on November 18, 2009 at 7 p.m.

Motion to adjourn the meeting at 9:09: Levine/Smith; all approved.

Respectfully Submitted,

Martha Melville  
Board Clerk

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