



The Beacon Falls Public Library

Library Board of Trustees

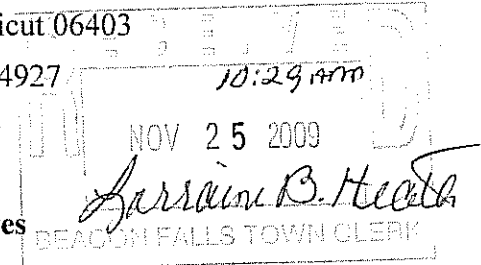
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November 18, 2009 Meeting Minutes



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

Members present: Lurana Siemenski, Linda Chamenko, Erin Schwarz, Alex Chamenko

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

First Selectman Susan Cable joins at 8:40

- II. Nomination(s) for Chairman pro tem: Motion to nominate Lurana Siemenski to serve as chairman pro tem until May election: L Chamenko/A Chamenko; all approved.
- III. Review of Agenda: The agenda was reviewed. Motion to approve agenda: L Chamenko/Schwarz; all approved.
- IV. Approval of Minutes: The October 14 meeting minutes were reviewed. Motion to accept October 14 minutes: Schwarz/L Chamenko; all approved. Alex Chamenko abstained as she was not on the board for this meeting. The October 26 special meeting minutes were reviewed. Motion to accept October 26 special minutes: Schwarz/L Chamenko; all approved. Alex Chamenko abstained as she was not on the board for this meeting.

Correspondence: Letter from Library Board Trustee Julie Fitzpatrick requesting the board discuss her dilemma that she has a required class to attend and cannot be at Board meetings until at least June 2010. Decision to keep Julie Fitzpatrick on the Board until the Board of Selectmen can fill vacant spot on the Library Board.

- V. Public Comment: Sue Dowdell
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- VI. Friends' Report: Sue Dowdell
At the FOL November 3 meeting: book sale made \$640.00; new account opened for the benefit of the Nick Bielik Reference Center; at the Waterbury Scrabble tournament Marsha Durley collected email addresses for new players for the FOL March 25 Scrabble tournament; provided refreshments for historical programs presented by Mr. Chris Bielik and Professor David Koch; a media drop box is on the library wish list; holiday boutique

to start after Thanksgiving until Christmas; jewelry, candles, bags, soaps, lotions, entertainment books & placemats; holiday party at Dowdell's on December 5.

- VII. 35 Wolfe Avenue 'Lewis House' Exploratory/Library Building Committee: Sue Dowdell Met on November 5; The committee discussed that Rachel Carley be hired to do historical piece of the house research, including historical significance and what, if anything, needs to be preserved; The committee will send letter to the Board of Selectmen requesting the her hiring; received 14 proposals; each committee member to read at least 7 of the proposals; at the December meeting the committee will go through all the proposals and vote on which ones to move forward with by requesting addition proposals to include adaptive reuse, cost estimates, engineering and structural surveys. The \$5,000 grant money has to be spent by April. The committee will request an accounting of original bond money. There are concerns about mold in the basement. John Petersen will do a walk through with the current town building inspection of the house and report to the Board of Selectmen with a recommendation.
- VIII. Long Range Planning Goals Task Force Update: have names of volunteers; would like to use library video as a starting point when speaking to local groups. There needs to be a meeting with these people to update them and get their feedback on the presentation once the video is complete.
- IX. Library Director's Report: Marsha Durley
Meg Gill has full programs this week for kid's crafts this weekend.
Circulation continues to increase.
\$188.00 in petty cash given to LB Treasurer Linda Chamenko tonight.
The Chamenko memorial donation was used to purchase a video.
Linda Chamenko gave a check to Marsha Curley for \$3,875.00 to pay the Bibliomation fee in full.
- X. Old Business
- a. Joining an Integrated Library System (ILS)/consortium – update Marsha Durley
Accepted Bibliomation proposal; payment needed
2 Bibliomation employees came to the library and changed the IP address so now the BFPL is connected to their help desk. They can fix computer problems remotely from Middlebury. Marsha Durley questioned Mike Simonds about the 2 computers mentioned in their initial email to Rodney Perry; he replied that BFPL would only qualify for that if BFPL joined Bibliomation as a full member initially. Existing staff computers use Windows 2000 and Evergreen works on XP; XP won't work on these computers. If the Library Director purchases new computers for staff use, the Bibliomation tech support staff will load the necessary software. **ACTION:** Marsha Durley will research prices based on the computer requirements from Bibliomation. A \$1,000.00 annual tech support fee proposed by Bibliomation; Marsha Durley accepted their offer on the Library Board's behalf; next year BFPL will pay \$1,000. The annual Bibliomation tech support fee will increase a maximum of 3% per year. Marsha Durley is awaiting the contract with all terms outlined. Changing bar codes recommended. Bibliomation bought a bar code machine that changes the bar codes, on loan to BFPL. Need to return machine by the beginning of January. Marsha Durley

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bought 16 rolls of 1,000 bar codes at the cost of \$13 per roll to use in this machine. Next will need to change profile with the bookseller Baker & Taylor. BFPL staff received a webinar of the Evergreen process from Bibliomation. Staff invited to a developmental partners project session on Friday December 11 9:30-noon at the Middlebury Public Library; Meg Gill will keep the BFPL open while Marsha Durley and Laura Marcella attend. The blog site biblioak.org available and is geared to news of the Evergreen open source project. The Equinox Corporation oversees the use of Evergreen software; they want to do a press release.

- b. Wall mural for young adult area – Marsha Durley
 - Russ Rainbolt – has health issues, project on hold
 - May pursue high school students again to have mural made on canvases for wall so they are portable.

- c. Library video update – to use as a starting point when the task force members speak to local groups; include possible interview of parents and a selectman.
Jim Bucciferro needs more video clips and interviews; needs a story board to create the video not so much a script
ACTION: Erin Schwarz will invite Jim Bucciferro to come to the December 9 meeting to discuss specifics for the video. Erin will collect questions from the Library Board Trustees ahead of time to present to him. Members can email proposed video questions to Erin.
Jim Bucciferro would like to add some video of other libraries for comparison.
ACTIONS: Erin Schwarz will check with Derby Neck and Edith Wheeler libraries in Monroe, Alex Chamenko will check with Woodbridge library and Linda Chamenko will check with Seymour library.

- d. Review and/or create library technology policies to cover solicitations from groups to put a link on the library web site; define what can and cannot go on the mybflib.org site; and, lending of electronics (projector and screen) **ACTION:** Linda Chamenko will check with Julie Fitzpatrick to see if she did the research on local library policies.

- e. Trustees listserv – Erin Schwarz to monitor
3 items: LSTA grant program – deadline is March 5, 2010; announcement on state library budget cuts; seminar on strengthening the Library Board in Willimantic on December 15 from 9-12.

- f. Collection Development policy – school summer reading lists
Erin Schwarz brought it up to Mr. Agostine, who is open to sharing school materials with the towns for summer reading programs. He will request that summer reading lists be shared with the town librarians earlier.

- g. Suggestions for Library Director to streamline procedures from June evaluation notes
Linda Chamenko referred to her notes on how to help Marsha Durley eliminate the things she does on her own time (i.e. newsletter). The library computer does not support the software used to create the newsletter, so she must work on it at home.

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Email library report to Library Board Trustees and highlight important points and answer questions.

XI. New Business

- a. Preliminary 2010-2011 budget
Marsha Durley provided an outline of the library's preliminary budget to include increases for a 4th part-time staff, as recommended in the Long Range Plan, and changing the full-time week from 30 to 35-hours per week. First Selectman Susan Cable joins this meeting and suggests taking the 4th part-time staff person out of the library line item budget as those job duties would be covered under the town's technical support person already on the payroll.
- b. Purchasing books to honor recently retired board members
When a library trustee's term is up, the board honors them with a book purchase for the library; Motion made for Marsha Durley to purchase 2 books in honor of Maryann Smith and Susan Levine's service to the Library Board not to exceed \$75.: **L Chamenko/A Chamenko;** All approved. **ACTION:** Marsha Durley will check with them to see what kind of books to purchase.
- c. Allowing Library Director to close library on Saturday, December 26
Motion to allow the Library Director to close on Saturday December 26: **Schwarz/ Siemenski;** all approved.

XII. Announcements/Adjournment:

The next meeting will be held on December 9, 2009 at 7 p.m.

Motion to adjourn the meeting at 9:15: **Schwarz/A Chamenko;** all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk

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