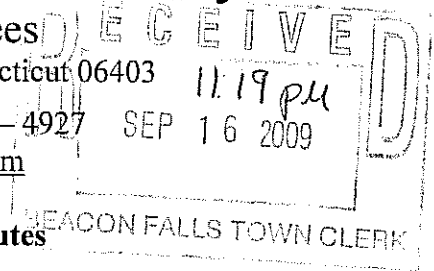


# The Beacon Falls Public Library

Library Board of Trustees  
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## September 9, 2009 Meeting Minutes

- I. Call to Order: Maryann Smith called the meeting to order at 7:05 p.m. in the Connie Christensen Children's Room of the Library.

Members present: Lurana Siemensi, Susan Levine, Julie Fitzpatrick [departed at 7:45], Linda Chamenko; Erin Schwarz

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Marsha Durley added item under New Business: d. WRHS Life Skills student to work several hours/week at the library. Motion to approve amended agenda: Chamenko/Levine; all approved.

- III. Approval of Minutes: The June 10 meeting minutes were reviewed. Motion to accept minutes: Levine/Fitzpatrick; all approved. Erin Schwarz abstained as she was not on the Library Board in June.

The June 23 special meeting minutes were reviewed. Motion to accept minutes: Siemensi/Fitzpatrick; all approved. Erin Schwarz abstained as she was not on the Library Board in June.

Correspondence: letters received from Board of Selectmen that: Anna-Marie Altieri's resignation was accepted; Erin Schwarz was appointed to the Beacon Falls Library Board of Trustees; and that Sue Dowdell was appointed as member of library building committee.

- IV. Public Comment: Sue Dowdell  
Sue Dowdell sent email to Library Board members about a new trustee list serve (email list). She requests that the Library Board review and/or create library technology policies after viewing webinar she suggested. She asked the Board set a date for the viewing. A new and improved library web site progress should be ready to go live in a week.

The Board of Selectmen appointed members to the Wolfe Avenue 'Lewis House' Exploratory Committee to include: Rich Adamaitis, Art Daigle, Sue Dowdell (vice chair), Liz Falzone, Kathy Grace, John Petersen, Susan Ploss, Kirk Shultz (chair), and Jim Woodward. Their task is to recommend adaptive reuse, stabilization of structure, and use for current and future community needs. Their preliminary report is due at the November Board of Selectmen meeting. Rachel Carley is a consultant doing the historical piece in

relation to homestead. Mike Krenesky secured an historical preservation grant of \$10K. \$5,000 received with the town matching that amount.

They will meet the first Thursday of the month. The Board of Selectmen needs to write up a RFP.

Library web site: Sue Dowdell has received solicitations from groups to put a link on the library web site; She requests that the Library Board develop a policy about what can and cannot go on the library web site.

Sue Dowdell will email link for new web site to Library Board members so they can Review.

Library Board members received a mini demo of new web site.

The Library Board will need to make a motion to change bflib.org to mybflib.org and to use web master Beth Bucciferro not Ray Bugzo.

- V. Friends' Report: Sue Dowdell  
Received an invitation to the Sept 16 BBQ to celebrate the opening of the club house at Chatfield Farms;  
June book sale netted \$857.85;  
Motion made for the FOL to provide an advance of \$500 for the Salem bus trip deposit with the understanding that the Library Board will reimburse.  
Reported on new committee formed for the 35 Wolfe Avenue property.  
Scrabble tournament date set for March 25, 2010.  
Library web site being revised by Beth Bucciferro and Sue Dowdell.  
FOL will sponsor a holiday boutique including Goat Boy soaps and other goods.  
FOL now selling Entertainment books.  
Rhonda & Chris Bielik wish to establish a new reference section in memory of their son, Nick. The FOL approved an initial donation of \$100.  
The FOL will have a booth for face painting, popcorn and Entertainment books at the October 3 Duck Race.  
The fall book sale will be Friday October 16 and the book sale and pumpkin painting will be held on Saturday October 17.
- VI. Building Committee Report: Sue Dowdell  
No meeting, no report
- VII. United Valley Library Report: Marsha Durley  
No meeting, no report
- VIII. Long Range Planning Goals Task Force Update: Special meeting held on May 19 for "train the trainer" in preparation for bringing task force volunteers together; August 5 workshop held for further task force information.  
The next special Library Board meeting will be Monday October 26 at 7 in library; to work on the presentation to community groups.

- IX. Library Director's Report: Marsha Durley
- a. Circulation and Programming Reports –  
Adult circulation up 30% for the 2008-2009 fiscal year; Juvenile circulation up 13.6% for the same time period. Total up 18.4%. One of the Long Range Plan goals is to have circulation increase at least 15% per year.  
Program attendance up 65% for the 2008-2009 fiscal year.  
July total circulation reached an all time high of 4,387.
  - b. Financial Summary –  
Stayed within fiscal year 2008-2009 budget.
  - c. Review of Paid Bills –

X. Old Business

- a. Joining an Integrated Library System (ILS)/consortium – update Marsha Durley  
Previous correspondence from Mike Simonds was in June. Marsha Durley recently emailed him for update. He responded that testing of KOHA is done, and now Bibliomation is recommending using the EVERGREEN system. At their September 24 Board of Directors meeting they will vote on which system to use. Bibliomation will add a staff member to take care of open source implementation to move the project faster. Bibliomation wants to schedule a site visit to develop a working implementation plan. Beacon Falls Public Library remains 3<sup>rd</sup> of 3 pilot libraries.
- b. Memorial Donations – Marsha Durley  
\$50 in memory of John Chamenko to purchase a book on WWII
- c. Wall mural for young adult area – Marsha Durley  
No update as Marsha hasn't heard from Russell Rainbolt since the middle of July.
- d. Review revisions to Library Board By-laws  
Change Head Librarian to Library Director in all instances.  
Change any other references to Library Board of Directors to Library Board of Trustees.  
Under Article VII, section 7: amend "At the end of the fiscal year the Board of Trustees shall meet with each library staff member for an end of year evaluation of library services."

Motion to approve the aforementioned changes to the By Laws of the Board of Trustees of the Beacon Falls Public Library: Chamenko/Siemenski; all approved.

XI. New Business

- a. Adopting by-laws revised on June 23, 2009

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b. Library video update

Jim Bucciferro attended the meeting to show video clips he has taken of library and activities. He will need a script and more interviews.

- c. Reimburse Friends of Beacon Falls Library for \$500 advance for Salem bus trip  
Treasurer Linda Chamenko wrote check to FOL.  
Deadline to sign up for bus trip is September 17.

- d. WRHS Life Skills student to work several hours/week at the library

Ilise Cronk, a Life Skills teacher at WRHS, is requesting placement of a WRHS Life Skills student in the library for up to 3 days a week, 2 hours per day during midday to learn various library tasks. The student will be accompanied by an aide. The library staff will still need to keep sufficient work for the high school student volunteers. The Library Board of Trustees recommends that the Life Skills student start at the library one day a week and perhaps have her go to Laurel Ledge library as well.

XII. Announcements/Adjournment:

The next meeting will be held on October 14, 2009 at 7 p.m.

Motion to adjourn the meeting at 8:38: Schwarz/Levine; all approved.

Respectfully Submitted,

Martha Melville  
Board Clerk

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