



The Beacon Falls Public Library
Library Board of Directors
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December 12, 2007

- I. Call to Order: Chairman Susan Levine called the meeting to order at 7:01 PM in the Connie Christensen Children's Room.

Members Present: Susan Levine, Lurana Siemensi, Anna Marie Altieri, Linda Chamenko, Maryann Smith, Julie Fitzpatrick

Staff Present: Marsha Durley, Head Librarian

- II. Review of Agenda: The agenda was reviewed. Motion to approve agenda as submitted: Siemensi/Chamenko all approved.
- III. Approval of Minutes: The November minutes were reviewed. Motion to accept minutes: Altieri/Fitzpatrick all approved.

Correspondence: none

- IV. Public Comment: Sue Dowdell questioned if the Library Board received a letter from the Ethics Board sent to all members of boards & commissions and employees of town who are to sign it stating they are aware of conduct of ethics and will be alert to any conflicts of interest
- V. Friends' Report: Sue Dowdell reported on the following:
\$13,000 in building fund from ballet and previous funds; will work on becoming incorporated; review by-laws; need to empty out the town garage of FOL items, next meeting January 8, 2008
- VI. Building Committee: – Marsha Durley reports:
No meeting
- VII. United Valley Library Report: Marsha Durley reports:
No meeting until January
- VIII. Five Year Plan: – Sue Dowdell presented a draft Request for Proposal long-range planning (posted on www.bflib.org)
Requests for proposals due back by 12/28/07; requests out to consultants, one back already, two more interested; Community Calendar on web site (www.bflib.org); need to hold meeting with Maryann Smith, Lurana Siemensi, Laura Marcella & Marsha Durley to write letter seeking committee members; Selectman Mike Krenesky will be on committee

IX. Librarian's Report:

- a. Circulation and Programming Reports –
Up from October; children's circulation still down, about 25% below last year's; attended library director's meeting in Wolcott; topic of children's circulation came up, all directors reported this was down, state-wide trend; audio books up, ILL down; program attendance down slightly from last month; Internet usage: increased demand for computers requires library staff to bump people before they would otherwise leave to accommodate others, therefore less internet time was used but by more users
- b. Financial Summary –
Expenditures less than they were at this time in 2006;
The town auditor requires new signature cards to be filed with the bank so that he can contact NVS&L for the info he requires to complete his audit. Maryann Smith given NVS&L signature cards to sign; Marsha turned over \$119.00 in petty cash to Maryann Smith, Library Board treasurer
- c. Review of Paid Bills – total \$1,124.34 (not including salaries)
Motion to pay Library Board Clerk bill for November meeting:
Fitzpatrick/Siemenski all approved
- d. Marsha received a bill for a destroyed book, patron paid for it with check to Beacon Falls Library which was deposited into Library Board checkbook;
Motion made to pay for book from Library Board checking account:
Fitzpatrick/Chamenko all approved

X. Old Business:

- a. Registrar's Space: contract awarded to DB Construction; future meeting date not yet set with contractor, library staff, and registrars; job to be completed within 180 days of signing contract; may use Emmett O'Brien students in demolition activities if town public works employees are delayed due to snow removal; registrar's not moving before the February 5, 2008 primary
- b. 2008-2009 Budget
Budget requests due by January 15, 2008; if not received by then, the Selectmen will use the actual figures spent from the budget during fiscal year 2006-2007. Personnel budget figures set due to contract; request for additional part-time staff; requested additional commuter support dollars to replace two of the oldest computers; currently have 6 computers, 4 work. Increases of \$100 also sought in clerk line, \$400 more in the programming line and \$10,000 was requested in the New Library Study to serve as "seed money" for a future library building project.
Kudos from Susan Levine on how well-organized Marsha Durley prepared her budget.
Maryann asked if a letter from the Library Board would help get the budget passed, Sue Dowdell suggested the letter be sent to Board of Selectman and Board of Finance
Motion to accept the 2008-2009 library budget: **Altieri/Smith** all approved

XI. New Business:

- a. Book purchase in the name of departing Library Board members for Peter Christensen and Mary MacEachern; Marsha Durley seeking permission to purchase books, she will check with Mrs. MacEachern and Linda Chamenko will check with Mr. Christensen for book suggestions to add to the library collection. Motion made to proceed with book purchase: Fitzpatrick/Siemenski all approved

XII. Announcements/Adjournment:

Changing ordinance: Susan Levine questioned Julie Fitzpatrick about her letter to Susan Cable re changing Library Board and Head Librarian titles in ordinance; no answers to questions yet.

Adjournment- The next meeting will be held on January 9, 2008 at 7 PM. Motion to adjourn the meeting at 7:57 pm: Fitzpatrick/Smith all approved.

Respectfully Submitted,

Martha Melville
Board Clerk