

**SPECIAL BOARD OF SELECTMEN MEETING
DISCUSSION – C –PACE AND LIBRARY COVERAGE AND HOURS
DECEMBER 20, 2012
MINUTES
(Draft, Subject to Approval)**

First Selectman Gerard F. Smith called the Special Meeting of the Beacon Falls Board of Selection to order at 5:05 P.M. with the Pledge to the Flag.

PRESENT: First Selectman G. Smith, Selectman D. Damico and Selectman C. Bielik.

ALSO PRESENT: M. Durley, S. Dowdell, K. Priestly.

C-Pace

G. Smith noted this was discussed at the 12/14/12 CNVCOG meeting. He noted this program is another avenue to move forward in our Community as it provides another means to obtain funding. He noted the next step for the Town to take would be to adopt a Resolution to enter into an agreement to facilitate the program.

C. Bielik made motion to adopt the Resolution to participate in the C-Pace program, 2nd by D. D'Amico. All aye.

Clerk will get copy of the Resolution from Peter Dorpalen of the COG.

Library Coverage and Hours

G. Smith reviewed various scenarios prepared by Librarian S. Dowdell giving ideas and costs in how to insure the library is covered by at least two (2) persons when the Library is open.

C. Bielik noted the three (3) librarians each work thirty (30) hours per week, with at times there being triple and double coverage. S. Dowdell noted you have to consider vacation, sick time and personal time when the regular staff is not working. G. Smith added this gives a very thin margin of error to make sure the library has enough coverage.

C. Bielik noted that while volunteers might be able to provide some coverage to save money, in reality this might not be the best idea. To solve the staff coverage, you could expand the hours of the current staff or hire a part-time person, adding he felt it would be cheaper to hire the part-time person at a rate of \$11.00 per hour. M. Durley added the part-time person should have some flexibility in that they would have to cover hours when staff takes vacation, is out sick or takes a personal day. The part-time person could also cover on Saturday and sometimes at night as well. It was noted this extra expense would be for six (6) months until July 1st, and then would have to be re-visited. S. Dowdell noted that while there might be two (2) persons scheduled to work in the library, the Program Librarian might be involved with a program in the Town Hall Assembly Room, the Church or at the school, leaving only one (1) staff person in the library.

G. Smith felt it is not safe for one (1) person to be working alone in the library, adding there is also only one (1) person alone on the main level of the Town Hall as well and limited staff on the lower level. He also noted that Town Hall personnel are mostly women. Discussion on funding needed to provide this extra coverage. He noted hiring a security guard for the building would be too costly.

Discussion also on increasing each full-time library staff's hours by 2.50 hours per week, bringing their total to 32.50 hours per week. Another alternative would be to cut services by reducing the library hours to accommodate the extra coverage needed during times the library is open.

All agreed that if a part-time person were to be hired, all would like to hire a local person position who would do it for a long time. S. Dowdell added that a part-time person might be more flexible and could be scheduled as needed by using that person for 'as needed hours'.

M. Durley added the library is not open during July and August, which would make this position forty-two (42) weeks a year.

C. Bielik then made motion to recommend to the Board of Finance that they approve a transfer \$5,000 from the Contingency Fund to the Library Budget Line Item 10-69-1019 to fund a part-time Library Assistant through the end of June 2013, with this to be revisited during budget preparations for the 2013/2014 Fiscal Year, 2nd by D. D'Amico. All aye.

This item will be included in the Board of Selectmen's January 14, 2013 Meeting Agenda. Clerk will prepare budget request to the Board of Finance and Finance Director.

G. Smith said he would speak to J. Chadderton, the President of the Town Hall Union to see if there would be any problem with the Union in hiring this part-time library assistant.

With no other business, **C. Bielik made motion to adjourn the Special Board of Selectmen Meeting at 5:45 P.M. 2nd by D. D'Amico. All aye.**

Respectfully submitted,

Karen A. Wilson for First Selectman Gerard F. Smith – Special BOS Meeting -12/20/12

