



# The Beacon Falls Public Library

## Library Board of Trustees

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### February 12, 2014 Meeting Minutes (Draft Copy – Subject to Revision)

- I. Call to Order/ Pledge of Allegiance: Erik Dey called the meeting to order at 7:00 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Patricia Caldwell, Jessica DeGennaro, Sharon Davis

Trustees absent: Ken Priestley, Anne O'Dell

Others present: Susan Dowdell, Library Director; Joe Fitzpatrick, Vice Chair of P&Z

- II. Review of Agenda: The agenda was reviewed. Motion to approve the February 12, 2014 agenda: DeGennaro/Caldwell; all aye.

- III. Approval of Minutes: January 8, 2014

The January 8, 2014 meeting minutes were reviewed. Motion to accept January 8, 2014 minutes: Caldwell/Davis; all aye.

#### Correspondence:

- Hard copy of an email to Karen Wilson forwarded by C Bielik re CCM Municipal Leadership Training - FOIA: What Board, Commission & Committee Member Must Know (sessions: Thur 2/13 9 AM-noon in Rocky Hill & Tues March 25 in Guilford) [info [ccm-ct.org](http://ccm-ct.org)] both 9 a.m. - noon

- Memo dated 1/15/14 from Library Director, Susan Dowdell to the Board of Selectmen recommending that Elizabeth Setaro be permanently be made a permanent full-time (30 hrs/wk) employee after her 3 month probationary employment period ends on 2/7/14

- IV. Public Comment – Joe Fitzpatrick, Planning & Zoning Vice Chair

J. Fitzpatrick presented a proposal from the Plan of Conservation and Development to improve vehicle access to the industrial park including aerial maps of proposed changes to Route 8 ramps giving better access to the industrial park which would alleviate the truck traffic from the downtown area. This plan would give better access to the industrial park and better walking paths to the recreational fields from downtown. This will also be tied regionally with Oxford airport via Lancaster Road to Route 42.

He was looking for broad support from all boards and commissions. This will then be presented to local business owners for support then to local representatives. He is seeking federal money; this project could take 10 years or more, but need to start somewhere.

V. Friends' Report: Sue Dowdell

- Met on February 4; meeting minutes were emailed to Library Board of Trustees
- Liability insurance premium will going up \$100 this year, to \$600
- Shari Garcia set her wedding date as May 31
- Outside sign will be installed when weather is better
- New stool was purchased for children's use
- The Friends will purchase a new storage cabinet for hallway
- S. Dowdell is researching for a cabinet to hold puzzles
- Scrabble Challenge will be on 3/27 with a tea cup auction; FOL subcommittee will meet 2/18; sponsor letters have been sent, some donations coming in; several teams signed up
- FOL will have booth at the May 3 Duck Race/RiverFest
- Paint-a-Duck contest kits will be available at the library in March; voting during the month of April; final voting and winners announced at Duck Race
- Spring book sale will be Friday night June 6 and Saturday Jun 7 from 9 to noon
- Family Fun Night will be Sat. July 12; FOL will have a booth
- FOL will provide refreshments for the Social Security program on Tues Feb 25

VI. Long Range Plan subcommittee: February 10 workshop

The Library Board LRP subcommittee met on February 10, 2014 and was attended by Erik Dey, Ken Priestley, Susan Dowdell, Anne O'Dell, and Jessica DeGennaro.

Susan Dowdell and Ken Priestley gave background information regarding the previous Long Range Plan and S. Dowdell reviewed the information in the current draft of the new Long Range Plan.

S. Dowdell reviewed the Edge Initiative (mostly technology) process and will fill in the areas that the library is currently offering before the next Long Range Plan meeting on Monday, March 10<sup>th</sup> at 5:30.

VII. Library Director's Report: Susan Dowdell

a. **Reports**

Service Report:

- Overall circulation was up 6% as compared to the same month last year.
- Had a BFPL staff meeting on 2/11/14; Shari Garcia talked with staff about her job, what it entails and upcoming programs. The goal was to have all staff be made aware of each other's jobs and have some cross training.
- WOWbrary up to 71 subscribers
- LibData print management software was installed on patron laptops; this will provide a better method to gather data requested for the library's annual report

- rather than require staff to write it down
- S. Dowdell and Town Clerk L. Greene working with vendors to find the most cost-effective solution to the town hall's copier needs and provide recommendation to the Board of Selectmen
- Overall program attendance was up 25% compared to the same month last year

*S. Davis gave kudos to the Program Librarian for the wonderful drumming music program recently held.*

#### Financial Report:

- The full-time salary line item may come up short by \$1700 due to retirement payout of sick/vacation time; a transfer may be required; S. Dowdell informed the BOS
- Assistant Librarian, Liz Setaro, spent some time reconciling and correcting the financial records when it was discovered that deposits had not been made in November and December.

#### Bills Paid

- S. Garcia continued to be reimbursed for library program supplies as she made purchases on her own.

### VIII. Old Business

- a. Bibliomation update: Susan Dowdell
  - Carl DeMilia will become the executive director of Bibliomation after his retirement from the New Milford Public Library on 2/28/14
  - S. Dowdell and L. Setaro were trained on the Acquisitions portion of Evergreen which allows materials ON ORDER to show up in library catalog
- b. CT State Library Board of Trustee's listserv: Erik Dey – quiet month, NTR
- c. Credit/Debit Card for Library Use  
Still pending; may have S. Garcia make purchases through Amazon.com as the town already has an account set up
- d. Matthies Grant: Pursuing Your Future – update
  - Book-a-Librarian programs booked up through Feb. 26
  - Universal Class had 32 patrons signed up, completing 95 lessons
  - LinkedIn class held, small attendance despite aggressive advertising efforts

### IX. New Business

- a. Appointing a treasurer

Motion to appoint Sharon Davis as the Library Board Treasurer:  
**DeGennaro/Caldwell**; all aye.

**ACTION:** S. Davis will meet with Chairman K. Priestley at the bank to have her name put on the account.

b. Filling Library Board vacancy

S. Dowdell noted that the Library Board of Trustees vacancy has been filled by Anne O'Dell, a non-teacher, Republican to balance the Library Board.

First Selectman Chris Bielik had approached her about filling this vacancy. She was appointed at the 2/10/14 Board of Selectmen meeting and has been sworn in. The Library Board has a full board now.

*Discussion:*

*S. Davis inquired about the process of how one gets to be on the Library Board.*

*E. Dey explained the process of being nominated and endorsed by a political party to run for a vacancy on the Library Board.*

*Clerk M. Melville reviewed the term expiration dates of all members.*

c. Newsletter cost/frequency

The Citizen's News informed S. Dowdell that the publication of the quarterly library newsletter will be \$385 with colored paper, an increase of \$35.

S. Dowdell stressed the importance of having a newsletter to have on hand to give to patrons.

Discussion ensued and consensus was to keep publishing a library newsletter on a quarterly basis and the Library Board will continue to finance it.

d. Current policy review – tabled

S. Davis and P. Caldwell will comprise the subcommittee to review library policies.

e. Dropbox –

Clerk M. Melville suggested using the Dropbox tool to archive Library Board documents such as minutes and agendas as well as using it for draft policies and Long Range Plan documents for ease of editing, giving all the Trustees access.

X. Executive Session (if needed)

Announcements/Adjournment:

The next regular monthly meeting will be held on Wednesday, March 12, 2014 at 7 p.m.

Motion to adjourn the meeting at 8:30: **Caldwell/Davis;** all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk