



The Beacon Falls Public Library

Library Board of Trustees

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November 12, 2014 Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman Ken Priestley at 7:00 p.m. called the monthly meeting of the Beacon Falls Public Library Board of Trustees to order in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Trustees present: Sharon Davis, Anne O'Dell, Erik Dey, Jessica DeGennaro

Trustees absent: Patricia Caldwell

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed. Motion to approve the November 12, 2014 agenda: DeGennaro/O'Dell; all aye.

- III. **Approval of Minutes:** October 8

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

Correspondence:

- Memo from Board of Selectmen that E. Setaro's pay problem has been corrected
- Thank you note from Shari Merrill for baby gift card
- Email from Shari Merrill giving her resignation
- P. Caldwell sent a thank you note sent to Jones Farm for donation

- IV. **Public Comment** – none

- V. **Friends' Report:** Ken Priestley

- Last met on November 4, minutes forwarded to Trustees
- Upcoming event: Sat. Nov 15 shopping fair, cupcake contest & book sale; Ginger will chair the cupcake contest, New Harvest will co-sponsor the contest
- Renewed pass to Stamford Museum & Nature Center

VI. **Long Range Plan subcommittee:** no workshops held, will start up again in January

VII. **Library Director's Report:** Susan Dowdell

a. **Reports**

Service Report:

- overall circulation up slightly
- programming totals remain lower than last year, but the gap is narrowing
- chocolate truffle demonstration was well attended
- adults very much enjoyed the CCF-sponsored yoga and painting classes
- pumpkin carving & painted were well attended children's programs
- kindergarteners got library cards this month
- made visits to 6th graders to learn about library services

Financial Report

- library spending is on track for the year
- staff has not been able to take advantage of professional development opportunities due to Shari Merrill's absence
- part-time salary line item impacted due to more substitutes working, but the program librarian salary line item will have a surplus
- \$100 remains in CCF grant to be used for a future adult program

Approval for any Bills to be Paid:

a. \$15.99 to Hall Memorial Library for lost books by one of our patrons who paid BFPL

Motion to pay Hall Memorial Library \$15.99 for lost book by one of our patrons: Dey/O'Dell; all aye.

b. \$75.00 to Giggling Pig for patron share collected for painting class

Motion to pay Giggling Pig \$75.00 for painting class: Dey/DeGennaro; all aye.

c. Seeking advanced approval for payment of newsletter bill to Citizen's News for \$350 for winter newsletter.

Motion to give Library Board of Trustees Chairman authority to approve quarterly newsletter publication bills to be paid when received: Dey/O'Dell; all aye.

S. Dowdell noted that Crystal Rock was overcharging the library for water, the adjusted bill came to \$49.05 which the Chairman agreed to pay.

VIII. **Old Business**

a. Bibliomation update/Library Self Check-out: Susan Dowdell - NTR

1. Contribution from Gen Francis (substitute library assistant who also works for Bibliomation)

- i. Received two newer always on scanners so staff does not need to push a button when scanning. Obtained from the Ellington Library who has upgraded.
- ii. G. Francis has been doing updates when working on Saturdays so a technician does not need to be paid to come in once a month to do it.
- iii. CEN connection for Evergreen circulation system has been dropping and had to reset the router several time this month. G. Francis will get BFPL a new one and install.

S. Dowdell requested a thank you note be sent from the Library Board acknowledging these tasks and express its appreciation.

2. Nutmeg Network is in the works - will be able to connect to T1 line to town hall

- b. CT State Library Board of Trustee's listserv: Erik Dey
 - forwarded information received on library director evaluation
- c. Current policy review – nothing to report
- d. Passport to CT Libraries - winners
 - The winner of the Most Libraries Visited Drawing for Adults (there were 9 people who visited all the libraries!) is Bonnie Osborne from Guilford Free Library.
 - The winner of the Most Libraries Visited Drawing for Children (there were 5) is Heather McDougall from Portland Public Library.
 - The winner of the Adult Random Drawing is Belinda Corgill from Burlington Public Library.
 - The winner of the Child Random Drawing is Jennifer Simmons from Rockville Public Library.

S. Dowdell noted that this contest will not be run every year. The next Passport to Libraries event is expected to be held in April 2016.

e. Staffing update

The town received Shari Merrill's resignation. There was a job posting in the Sunday Waterbury paper and online with professional organizations/listservs. 31 applications have been received to date. Many of which were incomplete packages. Closing date is November 15.

S. Dowdell conducted phone interviews of those who seem qualified and have sent complete packages. S. Dowdell and L. Setaro are evaluating applications as they arrive and times have been set aside to conduct up to 9 personal interviews. So far 3 interviews have been scheduled. Applications are asked to bring to the interview a flyer for the Valentine craft program to judge their skill in that area and an outline for 3 program which they deem to be effective for preschool story time, elementary craft and a program for adults.

The top 4 applicants will be invited to conduct story time on December 4, 5, 11 & 12. The final 3 candidates will be interviewed and hired by the Board of Selectmen with a start date in January 2015.

f. Internet Access - Ken Priestley

K. Priestley purchased a wifi extender/booster at an Office Max going out of business sale for half price and requested to be reimbursed.

Motion to reimburse Ken Priestley \$34.50 for a wifi extender/booster for library use: O'Dell/Dey; all aye.

IX. **New Business**

a. Redefining Library Board Treasurer's Duties; draft change to by laws - tabled

Discussion:

S Davis shared her concerns about how the treasurer duties will change, she still holds the checkbook and is writing checks. The process of how the town is going to manage the library board funds is unclear.

Currently, the Library Board of Trustees approves any payments made from the Library Board checking account.

b. Discussion of guidance for using Library Board of Trustees Funds

S. Dowdell requested a discussion for guidelines about using the funds in the Library Board checking account.

Some DVD fees collected went towards buying new DVDs from Amazon.

She questioned what the Library Board of Trustees' philosophy is for spending this money. The following examples were brought up:

- *seed money for bus trips which will be reimbursed*
- *equipment: chairs, computers*
- *publication of quarterly newsletter (\$1,400/year)*

S. Dowdell noted that having too much money in the Library Board checking account may inhibit receiving grants.

S. Davis suggested setting goals.

E. Dey commented that the money in the Library Board checking account is for the library and should be spend for the betterment of the library.

K. Priestley encouraged S. Dowdell to bring all suggestions about spending these funds to the Library Board for approval.

The Library Board of Trustees was in agreement that the checkbook funds will be used for bus trips, DVD purchases twice per year, quarterly newsletter, equipment/upgrades, and possibly for programs.

c. Request to Purchase tools for Library program

M. Gill will conduct a program to make drop earrings; she requested purchasing jewelry making tools for library use.

Motion to approve spending up to \$100 to purchase jewelry making tools for library programs: O'Dell/Davis; all aye.

d. Policy for eReaders - Carine Green & Liz Setaro created

ACTION: S. Dowdell will revise with suggested changes and bring to the December Library Board meeting.

e. Director evaluation format - Erik Dey suggested having a subcommittee to look at the evaluation process

A. O'Dell commented that the evaluations examples didn't differ from the current way the library director is evaluated or add discussion points at the end of the evaluation.

S. Davis asked what can be done to improve the process of evaluation; perhaps adding sections to include comments. She believed the current process is sufficient.

E. Dey noted that the Library Board purpose is to oversee the library and the evaluation of the Library Director. He felt that the tool didn't need to change, but the way to use the tool should change. He stated that the Library Board's mission is to give direction to the Library Director.

K. Priestley noted that he likes the opportunity to talk to all staff members. He suggested talking to the Library Director before the evaluation letter is written to the Board of Selectmen.

J. DeGennaro commented that she was in favor of a self-evaluation.

E. Dey suggested the Library Board of Trustees meet with staff, then with the Library Director and discuss a self-evaluation before creating a letter which the Chairmen then presents to the Library Director then it is forwarded to the Board of Selectmen.

S. Dowdell wished to clarify that any self-evaluation would be based on the actual evaluation form.

f. Donations for Gingerbread House workshop - December 6

S. Dowdell provided a wish list, M. Gill & she have done some shopping; materials are needed by December 1st, please leave at library.

Library Board members signed up to personally provide materials for this workshop.

X. **Executive Session** (if needed)

Announcements/Adjournment:

S. Davis & S. Dowdell are working on a tree to donate to the Festival of Trees United Way fundraiser on December 5 with the theme "Reading Lights up Our Life"

Holiday party at Dowdell's on Sat. December 6 at 6:30

The next regular monthly meeting will be on Wednesday, December 10, 2014 at 7:00 p.m.

Motion to adjourn the meeting at 8:38: Dey/O'Dell; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk