



# The Beacon Falls Public Library

## Library Board of Trustees

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### **December 10, 2014 Monthly Meeting Minutes (Draft Copy – Subject to Revision)**

- I. **Call to Order/ Pledge of Allegiance:** Trustee Erik Dey 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 at 7:01 p.m.

Trustees present: Patricia Caldwell, Sharon Davis, Anne O'Dell, Erik Dey

Trustees absent: Ken Priestley, Jessica DeGennaro

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed. S. Dowdell added c. Fines for Family Passes under New Business Motion to approve the amended December 10, 2014 agenda: Caldwell/Davis; all aye.

- III. **Approval of Minutes:** November 12

The November 12, 2014 meeting minutes were reviewed. Motion to accept November 12, 2014 minutes: Davis/O'Dell; all aye.

Correspondence:

- Secretary P. Caldwell sent a thank you note to Gen Francis (part-time library assistant) for her technological contributions to the library
- P. Caldwell will send get well card to Jessica DeGennaro

- IV. **Public Comment** – none

- V. **Friends' Report:** Sue Dowdell for Ken Priestley

- Last met on December 2, minutes forwarded to Trustees
- November 15 vendor fair/book sale/cupcake contest made \$1,401.50 profit
- Family passes were reviewed: Imagination and Stamford Museum were renewed; got new pass for Mattatuck Museum
- Better World Books: sent 28 boxes after book sale; leftover books moved to Wolfe Ave garage, more will be sent to BWB, some will be discarded and recycled; hard cover books to be recycled need to have front and back covers removed first

- Gearing up for March 19, 2015 Scrabble Challenge, E. Dey suggested the Library Board form a team
- potential joint fundraiser breakfast with Lions Club; more info to follow
- made a donation to St. Michael's in appreciation for the use of the lyceum
- Festival of Trees: donated a library-themed tree to this United Way fundraiser

VI. **Long Range Plan subcommittee:** no workshops held, will start up again in January 12  
Library Director will present questions for the survey directly related to the draft long range plan previously developed

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

a. **Reports**

Service Report:

- overall circulation up very slightly above last year's figures; CD & downloadable audio books and eBooks continue to be leading the growth
- programming totals continue to narrow the gap from last year; 28 programs held in November; over 20 children decorated Thanksgiving plates at the monthly children's craft
- two Readers Theater groups for children in grades 3-12 will begin with a performance at the library on February 7 during Take Your Child to the Library Day
- Library Director reached out to the Laurel Ledge principal and school library personnel with an offer to conduct classes for grades 3-5 on how to download from OverDrive; awaiting response
- Noted significant increase in computer usage; several patrons actively searching for jobs; S. Dowdell will meet with Lisa Shappy of United Way to find out more about the community services they offer and will pass that on to our patrons

Financial Report

- library spending was on track
- part-time salary line items continues to be higher due to the use of substitute library assistants while short staffed

Approval for any Bills to be Paid:

- DVD repair bill to Howard Whittemore Library: \$24.75 to repair/clean 31 DVDs  
Motion to pay the Howard Whittemore Library \$24.75 to repair/clean 31 DVDs: Caldwell/O'Dell; all aye.
- Postage stamps needed for Library Board Secretary  
Motion to pay for a book of postage stamps for use by the Library Board Secretary: Caldwell/O'Dell; all aye.
- Seeking approval for funding to print brochures:  
Library Director would like to discuss having the library brochures printed professionally. She will present a proposal at the January meeting.

- d. Crystal Rock bill will need to be paid; also being charged for cups which will be returned for a credit

## VIII. Old Business

- a. Bibliomation update/Library Self Check-out: Susan Dowdell -  
S. Dowdell knows a programmer willing to work on this project. The FOL have \$1,200 raised from the Give Local Campaign earmarked for this service.  
  
OPENMESH - S. Dowdell noted there is a device/system available through Bibliomation that will combine two individual networks and will help track the WIFI usage statistics needed for the state report. Bibliomation can access the network and check on outages.
- b. CT State Library Board of Trustee's listserv: Erik Dey - NTR
- c. Current policy review – nothing to report
- d. Staffing - update on Program Librarian position  
S. Dowdell reported that she received 40 applications for this vacancy; conducted 11 phone interviews and 7 in-person interviewed. The applicant pool had been narrowed down to 4. Two applicants have presented a story time for staff review this past week; the other two will do so this week. A list of up to the top three finalists will be sent to the Board of Selectmen for final interviews to be conducted on December 16. It is expected that the successful candidate will start after January 1.  
  
S. Dowdell has started writing an Operations Manual; opening procedures and a map of the children's room are complete. This will assist in the new Program Librarian's training efforts.  
  
C. Greene has completed publicity flyers and evites for program through the end of January and will work on completing them for programs through March.  
  
S. Dowdell noted she and the new Program Librarian will attend a Children's Program Showcase in Wallingford on January 9 and get potential future program contacts.  
  
M. Gill planned out 5 weeks of January story time using the new Very Ready Reading program which has a greater emphasis on movement and songs. There will be more use of felt and magnetic boards to get children more involved. There will be less emphasis on crafts and more on interactive educational activities.  
  
Since teen volunteers haven't been available for the Saturday crafts, M. Gill will assist C. Greene with the approximately 40 children signed up to make ornaments.
- e. Redefining Library Board Treasurer's Duties; proposed change to by laws  
  
E. Dey commented that this will need to be done when by laws are up for renewal in March-April 2015; tabled until then.

f. Policy for eReaders - finalize and adopt

A revised policy for eReaders was presented.

Motion to finalize and adopt the library policy for eReaders: Caldwell/Davis; all aye.

IX. **New Business**

a. FY 2015-2016 budget

S. Dowdell presented a draft FY 2015-2016 library budget and requested feedback from the Library Board. She will provide final version at the January meeting for approval to forward it to the Board of Selectmen.

Highlights included:

- 2.5% increase in full time personnel salary line item [per Union contract]
- 20% increase in Clerk line item in anticipation of meetings through the summer instead of 10 meetings per year
- Computer Support increase due to 5% increase in Bibliomation subscription and BFPL will need replace 2 circulation computers
- 20% increase in telephone & internet line item: S. Dowdell noted that the state contract ends in September 2015 and the new state rate is unknown and may increase
- 10% increase in professional development line item; new staff member will need extra training and BFPL went over budget in this area in the previous year
- overall 2.2% increase in library FY 2015-2016 budget

b. LSTA Grant

S. Dowdell requested approval to go forward with the LSTA grant process. She explained this is a competitive federal grant for up to \$7,500 for programs targeting services to multilingual communities, programs for older adults, services to persons with disabilities and programs for young adults. She felt the best target group for the BFL was programs for older adults. LSTA will look for collaboration with other community groups in the grant application. S. Dowdell noted that she has upcoming meetings scheduled with Chatfield Farms Social Committee and the YMCA's director.

Motion to authorize Library Director Sue Dowdell to move forward with LSTA grant application process: O'Dell/Caldwell; all aye.

c. Fines for Family Passes

S. Dowdell reported that the library staff had discussions last summer when family passes were checked out for 3 days and not returned on time. She explained the current procedure that patrons may reserve a pass for a certain date. If the pass is returned late, it impacts the next borrower with no consequences for the late return. She suggested that there should be some penalty when a pass is returned late and denies someone else from using it. She suggested a penalty to be assessed daily. S. Dowdell will seek information from other libraries and bring suggestions back to the

board. This topic will be added to the January agenda for further discussion.

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

Announcements/Adjournment:

Library newsletter will be published in the December 12 Citizen's News.

The next regular monthly meeting will be on Wednesday, January 14, 2015 at 7:00 p.m.

Motion to adjourn the meeting at 7:55: **Davis/Caldwell;** all approved.

Respectfully Submitted,

Martha Melville  
Library Board Clerk