



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 –1441 ▪ fax: (203) 729 – 4927

beaconfallslibrary@yahoo.com

www.mybflib.org

January 11, 2012 Meeting Minutes

- I. Call to Order/ Pledge of Allegiance: Chairman pro tem Ken Priestley called the meeting to order at 7:03 p.m. in the Connie Christensen Children's Room of the Beacon Falls Public Library.

Members present: Ken Priestley, Alex Chamenko, Linda Chamenko, Erik Dey, James Moffat

Member absent: Erin Schwarz

Staff present: Marsha Durley, Library Director

Public present: Sue Dowdell

- II. Review of Agenda: The agenda was reviewed. Ken Priestley adds under Old Business e. Microsoft Office software. Motion to approve amended agenda: L Chamenko/A Chamenko; all approved.

- III. Approval of Minutes: The December 14, 2011 meeting minutes were reviewed. Motion to accept December 14, 2011 minutes: Dey/A Chamenko; all others approved.

Correspondence:

Received a thank you letter from St. Michael's food bank to Miss Meg for the food collected during gingerbread house workshop.

Ken Priestley requested that Library Board Secretary Alex Chamenko send a thank you to Ted Durley for all his volunteer hours while Laura Marcella was on maternity leave. **ACTION:** Alex Chamenko will send a thank you card to Ted Durley and a sympathy card to Erin Schwarz.

- IV. Public Comment: Sue Dowdell
While the Friends plan the Scrabble tournament, she suggested offering an added benefit to sponsors by having their business recognized on a sponsor page on the Friends' web page off the library web site.
Library Board members discussion: consensus that it was a good idea and to emphasize the traffic to the web site in the solicitation letter to sponsors.

Motion to allow the Friends of Beacon Falls Library to thank the Scrabble sponsors on the Friends web site linked from the library web site: L Chamenko/Dey; all approved. The Clerk checked the web site links policy and saw no conflicting information about having commercials links for this purpose.

- V. Friends' Report: Ken Priestley
- January 3 meeting minutes were emailed to Library Board of Trustees on January 10.
 - December expenses: \$623.40, December income: \$268.34. Marsha Durley given permission to purchase end caps and necessary pieces for the shelving to go in the hallway to house the ongoing Friends' book sale.
 - Scrabble tournament: Thursday March 22
- VI. Community/Media Center Committee Report: Linda Chamenko/Sue Dowdell
The next meeting is January 25, 2012 at 7 p.m. in the library, all welcome.
At the January 9 Board of Selectmen meeting S Dowdell requested information on the process of adding a line item in the budget for the Community/Media Center.
- VII. Long Range Plan subcommittee: Marsha Durley, Sue Dowdell, Erik Dey and James Moffat will evaluate progress of the current Long Range Plan and develop new library goals for the next 5 years. The first meeting date has not yet been set, they will coordinate via email. Meg Gill's technology plan was sent to the Library Board members.
- VIII. Library Director's Report: Marsha Durley
First Selectman Gerry Smith visited library staff on January 11 to review the chain of command and shared his ideas for a new library. He doesn't believe \$6M is feasible for a new building at this time. He suggested an alternative plan: for the library to expand into the first floor of town hall where the assembly room and First Selectman's office are located.
December circulation was up 2% compared to December 2010, but down 4.5% overall from 2010.
ILL borrowed and lent were high and Connecticard loans were up 33%.
Adult new registrations up 3 times over same month last year, probably due to the economy and patrons getting e-readers.
As of January 9th there are 92 patrons signed up to use the OverDrive e-books service. She purchased many downloadable e-books for Beacon Falls patron use only.
Program attendance was down in December compared to December 2010.
Computer usage hours were way up, users up a bit; web site visits significantly higher, probably because patrons need to go to the library web site to download e-books.
Volunteer hours were up thanks to Ted Durley.
L Chamenko returned \$523.00 from DVD late fees collected in first 6 months of the fiscal year to M Durley to purchase more DVDs.
L Chamenko wrote a check for gingerbread house workshop expense \$420.00 to CLC.
- IX. Old Business
- a. Bibliomation update: Marsha Durley
Some minor problems continue through the whole system as they continue to work out bugs.

- b. Trustee's listserv: Erin Schwarz – forwarded via email an announcement about a \$10,000 grant from the National Center for Family Literacy and Better World Books.
- c. Praxair Grant application discussion/DVD cleaner: Erin Schwarz - n/a
- d. 2012-2013 Budget discussions: Marsha Durley
Library staff has not received any direction from the Board of Selectman's office regarding format or deadline for budget input. The library "New Library Study" line item was renamed "5 Year Plan". **ACTION**: Marsha Durley will add \$10,000 to the 5 Year Plan budget line item.
- e. New Microsoft Office software – Marsha Durley has not purchased this software because it won't work on the existing library laptops, only the new laptop. She must purchase at least 5 licenses from TechSoup.
ACTION: Marsha Durley will look into purchasing 5 Microsoft Office software licenses from TechSoup.

X. New Business

- a. Program Librarian job vacancy – Meg Gill drafted an updated job description for her position for the Library Board to review. **ACTION**: Marsha Durley will forward the Program Librarian job description to the First Selectman's office for approval. Once approved, she will post online at WebJunction and SCSU.
- b. Baby shower for Program Librarian – Ken Priestley
The Friends are organizing a baby shower for Meg Gill on Saturday February 25 at 1 p.m. in the assembly room. Storm date is Saturday March 3. Laura Marcella will be honorary hostess. Meg is registered at Babies R Us.
In lieu of refreshments for the shower, money was collected from the Library Board to cover the cost of party paper goods.
ACTION: Linda Chamenko will collect donations to purchase a baby shower gift for Meg Gill from the Library Board.
- c. Opening a PayPal account – for the convenience of patrons to pay their fines, higher cost library events and programs. **ACTION**: Linda Chamenko will talk to Sue Dowdell about opening a Library Board PayPal account at the Community Media Center meeting on January 25.

XI. Announcements/Adjournment:

The next meeting will be held on February 8, 2012 at 7 p.m.

Motion to adjourn the meeting at 8:36: L Chamenko/A Chamenko; all approved.

Respectfully Submitted,

Martha Melville
Library Board Clerk