

**Beacon Falls Public Library Board of Trustees
10 Maple Avenue
Beacon Falls, CT 06403**



**Library Board of Trustees
Monthly Meeting
February 23, 2021
Draft- MINUTES**

Dear Mr. Greene:

Please be advised that the Town of Beacon Falls Library Board of Trustees held a scheduled Virtual Special Meeting on Tuesday, February 23, 2021 at 7:00pm.

The Zoom meeting information was:

One Tap Mobile

+13017158592,,94693368519#,,, *775778# US

Dial By Your Location

+1 646 876 9923 US (New York)

Meeting ID: 946 9336 8519

Passcode: 775778

Due to technical limitations, public comments were asked to be submitted by email to KVardon@biblio.org by noon on Monday, February 22, 2021. Public comment will then be added to the meeting minutes. Residents were able to listen by phone with the dial in information provided.

1. Call to Order / Pledge of Allegiance

Annette Bosley-Boyce called the meeting to order at 7:01 P.M.

Present: Annette Bosley-Boyce (Chair), Gina Galullo (Vice-Chair), David Dlugos, Marissa Correia, Mary MacEachern, Jill Goodman

Others: Elizabeth Setaro (Library Director)

2. Read & Approval Minutes from Previous Meetings & Agenda

Motion made to approve the January minutes as presented: Galullo/Dlugos; approved, all aye.

Motion made to approve the agenda as presented: MacEachern/Galullo;
approved, all aye.

3. Comments from the Public/ Correspondence

E. Setaro forwarded the ACLB Newsletter by email to the board.

No Public Comment.

4. Reports- Elizabeth Setaro

- A. Friends of the Library-** Currently holding off on renewing museum passes due to the pandemic. Participating in the Ion Bank Community Awards Program, and Give Local on April 20th-21st (an online giving event). In the past the library has requested certain items, so fundraising was done with those items in mind, but this year has been difficult in terms of thinking of wishlist items. Open to suggestions from the Board. They are also holding a Spring Stuffed Bread Fundraiser, with pickup on April 3rd. The Friends have also approved the purchase of books for the Story Time session bags.
- B. Building Committee-** Nothing to Report.
- C. Board of Selectman-** The Town Hall and Library are closed to the public at this time. Only employees are allowed into the library. Still offering curbside pickup. Currently BOS and BOF are working on the Operating Budget planning for the next fiscal year.
- D. Library Service Reports-**
 - a. Service Report- The percentage of children participating in programs is holding steady. Continuing the take home programming packets, and will continue to provide these after reopening since the library can reach more families this way (not constrained by the library's limited space). Homebound deliveries continue, and downloadable materials have had a positive increase. Highlights for programming were three week of Story Time To Go, 103 Valentine's Day Card take & make bags, and Kahoot Trivia challenges.
 - b. Financial Report/Bills Paid- Computer line is 94% expended due to database subscriptions. All have been paid for, for this year, and Novus has been providing our IT support. It has been a year since we've seen the Part-Time workers. Working on finding professional development opportunities. In-person workshops and conferences have been cancelled. [ABB: Has there been any talk of reopening? ES: We don't know when.]
 - c. No bills to approve.

5. Old Business

- A. Nothing to Report from ListServe**
- B. Budget Planning Update:** ES: Met with the BOF and BOS to begin the budget planning process. Asked for an increase to Part-Time Wages, so that 10 hours a week can be guaranteed and we can meet the minimum

wage increase. Planning the budget as if staffing will be going back to normal hours. Also asking for an increase in the Computer line, since it is usually 90% expended by January. We need to have funds for any large IT purchases or replacements that might arise and possibly for more database offerings. Biggest request for an increase is in the Programming line, asking for a \$1,000 increase, since COVID has changed how we plan programming. Take & Make programming has increased participation and that increase comes with a greater materials cost and a cost for packaging everything. When live adult programming returns, that averages \$250/guest speaker, and now we have the increased take & make cost. We will be continuing the take & make bags indefinitely because they have really increased the number of people we can reach with a program. Due to limited space, and how busy families are, physical programming limited the number of participants. Programming should be available to everyone and this helps to meet those needs. ABB: We've talked about a larger library and capacity, and it doesn't look like that will happen in the near futures so this looks like the next best thing for participants. ES: This last budget meeting was just asking for increases and giving justifications for the requests. There are no other changes in our requests for other lines.

- C. Shelving Updates/Capitol Requests:** ES: We have asked for the end caps and shelf tops to finish the new shelving project. This would complete it. Also asked for an air purification system with a UV light system for the library as a capital request. This whole budgeting process takes place through March, and the library went first. All shelving has been delivered and installed and some of the old shelving is gone. Some will be donated to UDS, and some will be placed on a municipal auction site, and then if not sold, on a listserv.

6. New Business

- A. Give Local/Ion Bank Fundraising:** ES: As previously discussed, looking for ideas for a general wishlist, what you would like to see in the library as Board members and Patrons.

7. Adjournment

ES: Noted that the staff are still staggering their hours to limit exposure (this is all of town hall), and continuing curbside pickup, ILL, delivery and continuing programming. MC: It wasn't that long ago everyone was interviewing for their positions and couldn't know about the pandemic. In light of events all have done a great job and have made the library an important part of people's lives right now. ES: It's nice when we get positive feedback.

Motion to adjourn at 7:32 PM: Correia/Galullo; approved, all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board of Trustees