

The Beacon Falls Public Library  
Library Board of Trustees  
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### **June 21, 2022 Meeting Minutes**

#### **I. Call to Order/Pledge of Allegiance**

The Beacon Falls Public Library Board of Trustees monthly meeting was called to order at 7:09 p.m. by E. Setaro-Posick followed by the Pledge of Allegiance.

Trustees present: Mary MacEachern, David Dlugos, Rebecca Rubino and Marion Zollo.

Others: Elizabeth Setaro-Posick

Not in attendance: Annette Bosley-Boyce and Jill Goodman

#### **II. Review of the Agenda**

#### **III. Approval of Minutes**

M. MacEachern made a motion to approve the April meeting minutes, second D .Dlugos.  
Approved; all aye.

#### **IV. Correspondence-**

No Correspondence.

#### **V. Public Comment**

No Public Comment.

**VI. Friends' Report-** The FOBFL met on Wednesday June 15<sup>th</sup>. They voted to renew the Mattatuck Museum Library Pass. They are beginning to prepare for their book sale which will take place on September 30<sup>th</sup> and October 1<sup>st</sup>. The Antonio's summer fundraiser raised \$400 for the Friends. The Friends will be sponsoring a pie sale this fall to benefit teen activities. The Give Local donations have allowed the Friends to purchase 2 Dell Laptop computers designated for children's programming and activities. The Friends will be selling snacks at the July 9<sup>th</sup> fireworks as a fundraiser.

**VII. Board of Selectmen Report-** Updates to the operating budget proposal were made. The library budget is awaiting approval of the vote taking place tonight, June 21, 2022.

## VIII. Library Director's Report-

### A. Service Reports: **Areas of note from the May Service report:**

- The library offered 7 adult programs, 1 teen program, 10 child programs, and 1 family program in May. There were 55 adults at adult programs, 30 adults at child programs and 114 children who participated in activities.
- There has been an increase in public computer use. The replacement computers are working great.
- Notary services have increased by 129% from last year.
- Overall circulation is up by 47% to date from last year.
- There have been increases in circulation of adult, young adult, and juvenile books. There has also been increased circulation of audiobooks, adult and juvenile videos, and family passes.
- Interlibrary loans have seen an increase in lending, borrowing and Connecticard loans.
- Overall library card registration is up by 30%
- Child programs included yoga, a Mother's Day craft, robotics, preschool story time, kinetic sand, and art exploration.
- Teens participated in a craft night.
- Adult programs included the monthly true crime book club at Rivers Edge Restaurant, a movie about bees, and a solo cup craft, quilt club, a Chef Rob virtual program, and a take and make craft.

**B. Financial Reports/Bills Paid:** Roughly 88% percent of the overall library budget has been expended. The part-time line is 80% expended, the computer line 98%, Library Materials 83%, Professional Development is depleted, Programming 98% and Copier leases is 76% expended.

**C. Approval for any Bills to be paid-**none

**D. Other Library related news-** new blinds were installed in the children's room thanks to the FOBFL

## IX. Old Business

- Vote on updated Long-Range Plan-Vote on the Long Range Plan-Motion to accept the Long Range Plan made M. MacEachern seconded by R. Rubino Approved; all, aye.

## X. New Business

- ***Notifying Patrons of overdue and lost items-*** Amy has taken on the task of notifying patrons of lost and very overdue library materials. She has drafted a letter which has been mailed out to these patrons. The library have gotten good feedback with items being returned or payments being made for lost materials.
- ***Highlights from the CLA Meeting:*** Library Director, E. Setaro-Posick attended the CLA Meeting on 5/3 at the Hartford Convention Center. One of the seminars was **Library Marketing: A Fresh Perspective presented by the Director and assistant director of Bloomfield Public Library.** In the last 18 months,

Bloomfield Public Library changed its name, designed a new logo, introduced a weekly newsletter, strengthened its social media presence, and passed a referendum on a new library building project. They said the key to their success is their rock star staff! BPL utilizes a team driven approach to marketing using collaborative design, open communication, and clear strategic goals. They strive for their library's communications to reflect that they are more than just books, have a playful vibe, and appeal to all user groups. In the session, they shared their best practices for library marketing and communications. The Library Director felt very inspired after leaving the seminar, and would like to update the BFPL logo. She would like it to be more colorful and highlight that we are more than books. They also stated that their strategic plan is 1 page front and back. They stated that it's easier to read and keep staff and patrons more engaged.

- ***Overview of Summer Reading:*** Registration opened on June 18<sup>th</sup> for children through grade 5. The logging of reading minutes started today, June 21<sup>st</sup>. There was also a Tie Dye party. Each child receives a booklet that outlines the activities for each week. Each week there is a new theme. Children Log reading minutes and do activity sheets to earn tickets for raffle prizes. The drawing will be held in August. Mondays we host LEGOs, Tuesday's movies and munchies, Wednesday's crafternoon, Thursday's teen crafts, Friday's story time and UDS big kids' crafts. There will be a jamboree at the end of summer with vouchers for food for those who participated. There are no sign ups for teen/adult summer reading. There are cards at the circulation desk to mark off library materials that are checked out by teens and adults. When the log card is filled, they get a ticket for a weekly raffle.
- ***Discuss updating the Strategic Plan for the Library:*** Bloomfield Public Library stated that their strategic plan is 1 page front and back. They stated that it's easier to read and keep staff and patrons more engaged. The Library Director emailed over a copy of their plan to the Library Board of Trustees. If the board agrees, she would like to start a draft of the strategic plan for the BFPL.

## **XI. Executive Session (if needed)**

## **XII. Announcements/adjournment**

Motion to adjourn by Rebecca Rubino seconded by David Dlugos. Approved; all aye. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

*Erin K. Moffat*

*Clerk, Library Board*