

The Beacon Falls Public Library
Library Board of Trustees
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10/16/2019 Minutes (Subject to Revision)

10/17/19

Mr. Leonard Greene
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Greene:

The Library Board of Trustees will hold a special scheduled meeting on Wednesday October 16, 2019, to reschedule the monthly scheduled meeting October 9, 2019.

October 16, 2019 at 7:00 p.m., in the Beacon Falls Public Library.

The following agenda will be addressed at the discretion of the Chair.

Members Present: Gina Galullo (GG), Annette Bosley-Boyce (AB), Stacey Betkoski (SB), Elizabeth Setaro (ES), Marissa Correia (MC).

I. Call to Order/Pledge of Allegiance: Elizabeth Setaro, Library Director called the meeting to order with the pledge of allegiance at 7:03pm.

II. Review of the Agenda- Elizabeth noted that they removed appropriations for checking account, Thanksgiving Holiday, and monthly meetings- already discussed last month. Meetings will remain the 2nd Wednesday of the each month.

III. Approval of Minutes

The Board reviewed the minutes, it was noted that a change was necessary, Gina Galullo replaced Denzel Smith. With this change, the minutes were approved as amended.

Motion to approve minutes as amended.

AB/SB, all ayes

IV. Correspondence- none presented

V. Public Comment-none

VI. Friends' Report-

Elizabeth noted that FOBFL are now accepting book donations for the November 16th book sale. They filled all their vendor spots. Elizabeth continued to say the cupcake contest for youth and adults will take place as usual. Unfortunately, the cupcakes cannot be sold due to kitchen rules but donations can

be made to purchase the cupcakes. Elections took place at the 10/8/19, Renee Perssico will remain president of FOBFL.

Annette asked if we can bring book donations to the library.

Elizabeth said, Yes, the books can be brought to the Library. When books get overflowed, I call them and they will come and store them somewhere else.

VII. Building Committee Report-nothing to report, there wasn't a meeting last month.

VIII. Board of Selectmen Report- Elizabeth noted that Jacqueline Karolkowski has been hired as the part time library assistant since Kerri Vardon has moved to a full time position.

IX. Library Director's Report

A. Service Reports- Elizabeth reviewed the following and discussed with the Board.

1. One on one computer tutoring taught by our volunteer Ken Priestly has increased by 29%.
2. First Selectman presented a history talk about Normandy. The program was well attended and enjoyed by our patrons.
3. Miss Kerri hosted (2) Family Stem nights in the month of September.
4. Miss Kerri visited the Kindergarten classes at Laurel Ledge Elementary School to talk about the library. She passed out library card applications. The Kindergarten students will be visiting BFPL at the end of October to get their very first library cards.
5. After school child programs have begun again. The library hosted an art exploration class and a visit from Flanders Nature Center.
6. The library has started an online book club through the Library's Facebook page. It is a closed group made up of 8 members, but can accept more, just need to be asked to be added. The book is chosen by the library staff. Patrons have one month to read the book and respond to online Facebook questions if they wish to participate. This is the first time the library has offered an online book club. The book title was offered as a book, audio book or e-book through hoopla. When we choose the next book they want to offer it the same way, because it was helpful.
7. Notary Services are up 76%. It has been helpful having two notaries in the library.

B. Financial Reports/Bills Paid- The part time line item is 35% expended due to the increase need of the part time library assistant while the Director, Assistant, and Program Librarian positions were filled. The rest of the line items are as expected to even out now, now that positions are filled.

C. Approval for any Bills to be Paid/ Clerking Invoice

Approve Clerk Invoice for Angela Moffat for 9/18/19 meeting.

Motion to approve the clerk invoice for last month's meeting.

GG/MC

D. Other Library related news-Jacqueline Karolkowski was hired as the part time library assistant and began working part time at the library on Oct 5, 2019. The Library is very excited to have Kerri full time and the new part time assistant. The Director submitted a grant application to CCF for a mini grant for \$750.00 for the library to host (3) programs presented by "The Grounded Good wife" next spring. We are waiting to hear back if the grant will be awarded. The new hours are going well. We have had positive feedback from patrons.

1. The members discussed that with Randi's term ending, they really need members. It was mentioned that maybe Steve Moffat and/or Chris Pulkkinen would be interested. Annette mentioned she would talk to Chris P. Elizabeth mentioned it to Steve Moffat, who attended and he would think about it. Elizabeth will follow up with the Board of Selectmen. There is a lot going on so it may get lost in the shuffle.

Steve Moffat mentioned that Parks and Rec Commission also needs members too.

Elizabeth says we need one republican and then could use more members too.

2. The members brought up the limit of quorum, and Elizabeth said she will follow up with Len Greene, the Town Clerk. They need to determine the limit of quorum and who it counts in the quorum.

X. Old Business

A. CT State Library Board of Trustees listserv-

Marissa says she did not get any emails from the listserv. There is nothing to report this month.

XI. New Business

Elizabeth brought up that the library would like to add a pet to the staff. The library is aware they need to draft a policy and then present to Chris, who will then present to the insurance. Elizabeth reached out to other libraries but didn't get any response.

Annette mentioned that Lewie fell in love with the Humphrey Hamster series, you can even name it Humphrey.

Elizabeth brought up that Marissa came up with valid points, so Liz is going to ask the questions to her staff about cleaning of the cage and who would take care of the pet.

Marissa brought up the question of funding for the vet. It is realistic to ask the vet what costs would be and maybe ask if the Friends of the Library would sponsor the pet.

Elizabeth said she emailed the Beacon Falls Valley Vet to see what the costs would be to, but had not heard back from them.

Elizabeth mentioned she would bring that up at their next meeting at the Friends of the Library about maybe sponsoring a pet. Also will reach out to the other libraries again, to see if they had a pet policy and what their thoughts were about one.

Annette, says hoping that the libraries do get back to you about their policy about their pets.

Marissa thinks that where she works, there is a pet policy, because there is a service dog, and also is very friendly with the staff and the children. The children pet him, there are programs to read to Viking, Biscuits are brought for Viking. Everyone loves him, the kids really like him.

A. Appropriations for Library Board Checking Account-done last month

B. Monthly Meeting date changes- remain 2nd Wednesday of the month

C. Holiday Closings and Thanksgiving- approved last month

XII. Executive Session (if needed)

XIII. Announcements/adjournment

Motion to adjourn 7:23pm

GG/ SB

Respectfully submitted,

Angela Moffat
Clerk, Library Board