

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](mailto:beaconfallslibrary@yahoo.com)

### **November 16, 2021 Meeting Minutes**

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

The Beacon Falls Public Library Board of Trustees monthly meeting was called to order at 7:25 p.m. by E. Setaro-Posick followed by the Pledge of Allegiance.

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

Others: Elizabeth Setaro-Posick

Not in attendance: Annette Bosley-Boyce and Jill Goodman

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

Review of Agenda with a motion to approve with an amendment to number XI., New Business, Letter (E.) Meeting Dates added to the agenda-by D. Dlugos, seconded by M. MacEachern. All; Aye.

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

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

#### **IV. Correspondence**

No Correspondence.

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

No Public Comment.

**VI. Friends' Report-** The FOBFL will be holding a holiday bread sale fundraiser. The pickup date is December 23<sup>rd</sup>. The group is looking to recruit new members. They will try a volunteer request form instead of an ask for a full commitment. The slate of officers was chosen. The president is Renee Perssico, Vice President-vacant, Treasurer is Isabelle Culotta, and the Secretary is Diane Armstrong.

**VII. Board of Selectmen Report-** It was Selectman Chris Bielik's last BOS meeting, and he was thanked for his service. Peter Betkoski will now be serving on the Board of Selectman. Kerri Vardon from the library was recognized for passing out candy on Halloween night.

## **VIII. Library Director's Report-**

A. Service Reports-Highlights from October: · The overall program attendance for adults and children has maintained a positive increase with an 11 % change from last year.

· The average number of children and family programs have increased by 93%. Kerri is doing a fantastic job of offering such a variety of quality programs for the community.

· Overall circulation of materials has increased by 57%. Unfortunately, many of the library passes have not been renewed or utilized due to the pandemic.

· The library is having an increase in public computer usage.

· Library card registration for children has seen an increase.

· Story time is being held in the library on Friday mornings with a good turnout.

· Kids yoga has started on Monday mornings in the assembly room. The children are really enjoying it.

· The Friends of the Library donated pumpkins for the children to paint and carve.

· The library hosted a Halloween parade in Town Hall on 10/29/21. The library gave out 50 Halloween goody bags with a book and Halloween favors over the weekend. Miss Kerri passed out candy on Halloween night outside of town hall.

· The teens participated in their monthly murder mystery game.

· Adult programs included a paranormal talk presented by the Connecticut Paranormal Research Society at the senior center. 52 people attended. There was also a pendulum workshop.

· Selectman Mike Krenesky gave an author talk speaking about his new book release. The presentation was enjoyed by all.

· Our monthly coffee club continues to be a hit with 96 individuals participating.

B. Financial Reports/Bills Paid- Thirty-three percent of the library budget has been expended. The computer line is 85% expended which is similar to this time last year. There has been an increase in spending in the programming line item which is 59% expended. We have been offering many programs to offer a variety of crafts and presentations for the patrons. All other line items are where they are to be expected.

C. Approval for any Bills to be paid- none

D. Other Library related news- Marion Zollo and Becky Rubino were welcomed to the board. Gina Gallulo who has finished her term was a vice chair officer. A replacement is needed. An officer will need to be elected to fill the position. A vote on an officer will take place at the December meeting.

**IX. Old Business-** The mobile shelving for the children's room purchased with funds from the American Rescue Plan Grant and the FOBFL was received and installed. A final grant report will be written within the next month.

## **X. New Business-**

- A. Policies – Policies were last updated in 2017. Members were asked to review the policies so amendments can be made and voted on at our December meeting. The policy about the Wii console and the e-devices will have to be removed. Policies will be reviewed at home by the members for discussion and changes will be made at the 12/21/22 regular meeting.
- B. By-laws- The last time the Board of Trustees By-Laws were reviewed was in May 2017. By-laws reviewed, and will be revised for vote of approval at our next meeting.
- M. MacEachern asked if a meeting can be rescheduled for another day if members are unable to attend the regularly scheduled meeting. E Setaro-Posick will look into.
- C. Payment for programs- The library is having difficulty collecting payment for programs that have a material fee. A payment policy will have to be added.
- M Zollo suggested having remaining items available for patrons for a nominal fee.
- D. Library Hours- Since the library reopened after the Covid epidemic, the hours changed to follow the town halls hours more closely. These temporary hours were approved by the board and the First Selectman. It has been found that being open in the mornings on Tuesdays and Thursdays has been beneficial to patrons. In the past the library worked Monday and Wednesday, 9-5pm, Tuesday and Thursday 12-8pm, Friday 9-2:30, and Saturdays 9-1 pm.  
Current working hours:

Monday 9-4:30 pm

Tuesday 9-4:30 pm

Wednesday 9-4:30 pm

Thursday 9-8 pm

Friday 9-2:30 pm

Saturday 9-1 pm (closed July- Labor Day)

This totals 43 hours per week. Previously the total hours were 41.5 hours per week. On most Tuesday evenings the library still offers programs either in the library or senior center, but the library is closed to the public except for those attending the program. It has been extremely helpful to have similar hours to the town hall hours. It means no one is alone in the building if a library staff member must leave at any point during the day and its nice being in the building with the other town employees. There have been no complaints from patrons about the hours. The library is looking for permission to continue these hours. With the board's approval we will ask for approval from the Selectman.

Motion to accept current library hours pending Board of Selectman approval-D. Dlugos made a motion to approve, and M. Zollo seconded. All in favor-Aye.

- E. Meeting dates for 2022- The Town Clerks office must be notified of our 2022 meeting dates. A list of dates was supplied for review. The meeting dates take place the third Tuesday of the month at 7pm in the library.

Motion to accept 2022 meeting dates-M. MacEachern, seconded by D. Dlugos. All: Aye.

#### **XI. Executive Session (if needed) not needed**

#### **XII. Announcements/adjournment-**

B. Rubino asked for the fiscal year dates. E. Setaro-Posick replied: July 1<sup>st</sup>-June 30<sup>th</sup>

E Setaro-Posick discussed Ginger Bread House tradition of donations of candy by Library Board Members. Donated candy must be received and dropped off at the library before the event on December 4, 2021.

E Setaro-Posick will type up edited By-Laws for approval at December's meeting. The members were asked to review the current policies before next the meeting. At the December meeting, the Library's Strategic Plan and Long-Range Plan will be reviewed.

Motion to adjourn by D. Dlugos, seconded by B. Rubino. All: Aye. Meeting adjourned at 8:12 p.m.

Respectfully submitted,

*Erin K. Moffat*

*Clerk, Library Board*