

The Beacon Falls Public Library  
Library Board of Trustees  
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**February 15, 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 7:05 p.m. by E. Setaro-Posick followed by the Pledge of Allegiance.

Trustees present: Annette Bosley-Boyce, Mary MacEachern, David Dlugos, and Rebecca Rubino.

Others: Elizabeth Setaro-Posick

Not in attendance: Jill Goodman and Marion Zollo

**II. Review of the Agenda**

David Dlugos made a motion to approve the February Agenda, seconded by Mary MacEachern.  
Approved; All, Aye.

**III. Approval of Minutes**

Rebecca Rubino made a motion to approve the January meeting minutes, seconded by David Dlugos.  
Approved; All: Aye.

**IV. Correspondence**

None.

**V. Public Comment**

No Public Comment

**VI. Friends' Report-** The Ion Bank Community Awards Program will run through 3/15/2022. Ion Bank account holders can vote for FOBFL. The Friends will receive a donation of \$25 from the Ion Bank Foundation for every vote for their organization. The Friends are also having another bread sale. Pick up will be April 16<sup>th</sup>. The group approved a fundraiser by selling Great Minds Coffee which is in Oakville. More to come on that. A fall book sale will take place September 30<sup>th</sup> and October 1<sup>st</sup>.

**VII. Board of Selectmen Report Library** –The budget workshop took place virtually on February 8<sup>th</sup>. Each department was given the opportunity to explain their budget requests for the upcoming fiscal year. In person meetings with the Board of Finance regarding the budget will be scheduled.

**A. Service Reports - Areas of note from the January Service report:**

- The overall program attendance for adults and children is up by 13% from this time last year. The library is happy with this number since no in person programs were held in January due to the spike in Covid cases.
- The number of children, teen, and adult programs being offered has increased greatly from last year.
- Notary services are up by 85%.
- Overall circulation of materials has remained steady with a 54% increase from last year.
- Interlibrary loan services are being widely used by patrons. Deliveries are made 2 days a week.
- The children had a watercolor take & make craft.
- The teens had a take home "Wreck this Journal" activity as well as a teen murder mystery.
- A Zoom program called "Decoding Cats" had 17 online participants. It was very well received, and the presenter was available after the program for additional questions.
- Chef Rob had a bake along online. Participants made their own soft pretzels.
- The coffee club had 96 participants.

**B. Financial Reports/Bills Paid-**

Areas of note regarding the January FY 21\_22 Financial Report:

Fifty-five percent of the overall library budget has been expended. The computer line is 96% expended, library materials is 55% expended, and programming is 84% expended. All other lines are where they are to be expected.

**C. Approval for any Bills to be paid**

None.

**D. Other Library related news**

In person programming has resumed this month. Online and take and make activities will also be offered. Curbside pickup will now always be an option during library hours.

The wall shelving purchased by the FOBFL will be installed on Wednesday 2/16/22.

**IX. Old Business**

A. Approval of Library Policies- Updates have been made to the Code of Conduct Policy. Two new policies were made. These were weather & material and program fees. These will need to be approved by the board.

David Dlugos made a motion to approve the updated Library Policies, seconded by Mary MacEachern. Approved; All, Aye.

The Gifts and Donations Policy will need to be reviewed in the future.

## **X. New Business**

**A. Library Board Checking Account-** At last month's meeting the board approved \$3,019.80 from the Library Board checking account to finish the shelving in the children's room. This is a portion of the money donated in memory of Jan Doll for the new building fund. It was brought to the attention of the Library Director, Elizabeth Setaro-Posick, that this money was designated for the new library building fund and that a request for approval should be made to the family. The Library Director spoke to the finance department for guidance. Considering there is not a separate building fund, the Library Board of Trustees has the authority to spend the Library Fund monies. Authority and control over the donated funds lie with the Town and Library Board of Trustees. The proper procedure was followed for the shelving by having it as an agenda item for approval. For extra measure the Library Director also reached out to Jan Doll's son Vincent and spoke with him over the phone. Vincent has approved of the donated money is his mother's name to be allocated in whichever way it would best support the current library.

**B. Book Wish List Update-** The library has received 14 books so far to add to the collection from the Amazon wish list. The library is very grateful to all who purchased items. The Wish List will be posted on Facebook for the rest of the month. Thank-you cards were written and will be mailed out to donors.

**C. Annual Budget Update-** Elizabeth Setaro-Posick submitted operating budgets with several scenarios. For PT Wages, there is an increase to the budget to meet the new State minimum wages requirements. Currently part-timers earn minimum wage. Setaro-Posick has submitted a request for the Full-time librarians to work 35 hours per work week and the budget request reflects wages to move to 35 hours from 30 hours. The library also needs to replace 6 patron laptops this year, the requested increase, which is over \$5,000 in the computer line would be a one-year increase. The Program Librarian has submitted a letter requesting an increase to the Programming Line which includes but is not limited to take and make programs and increased costs of presenters. The Program Librarian is well through the Programming Line this year and has requested an increase for next year's budget.

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

## **XII. Announcements/adjournment**

Rebecca Rubino asked the Library Director about book donations for the next Book Fair. The Director stated that at this time the library does not have enough storage for book donations but will put a call out to the community for donations at the beginning of September for the Book Fair to be held at the end of September.

Motion to adjourn by Mary MacEachern seconded by Rebecca Rubino. Approved; All, Aye. Meeting adjourned at 7:34 p.m.

Respectfully submitted,

*Erin K. Moffat*

*Clerk, Library Board*