

The Beacon Falls Public Library
Library Board of Trustees
10 Maple Avenue, Beacon Falls, Connecticut 06403
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January 18, 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 7:00 p.m. by E. Setaro-Posick followed by the Pledge of Allegiance.

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

Others: Elizabeth Setaro-Posick

Not in attendance: Jill Goodman

II. Review of the Agenda-

Review of agenda with amendment to X. New Business-Town Budget, and Library Board Checking Account. Review of Agenda motion to approve with amendment X. New Business-Town Budget, and Library Board Checking Account by Mary MacEachern, seconded by Annette Bosley-Boyce. Approved; all aye.

III. Approval of Minutes

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

IV. Correspondence-

Correspondence from James Woodward and Kerri Vardon.

V. Public Comment

No Public Comment.

VI. Friends' Report- The Friends Bread Sale Fundraiser was a success. They are planning another bread sale for the month of April. Ion Bank Community Award Program will run from February 1st through March 15th. Anyone who has an account with ion can vote for the FOBFL. Each vote is worth \$25 to the group.

VII. Board of Selectmen Report- The letter from James Woodward, regarding the Tracy Lewis House was read & recorded. A letter thanking them will be sent. The BOS will keep them in mind for future Library expansion efforts. Also, the BOS voted to demolish the Tracy Lewis House.

VIII. Library Director's Report-

A. Service Reports

- The overall program attendance for adults and children is up by 23 % from this time last year.
- There have been an increased number of adults participating in library programs.
- Notary services are up by 47%.
- Overall circulation of materials has remained steady with a 55% increase from last year.
- Website visits are up by 12%.
- Interlibrary loan services are being widely used by patrons.
- Family programs included our yearly gingerbread house decorating, an online Kahoot challenge and for New Year's Eve, Kerri assembled take home "escape room" kits for twenty families.
- The adult programs for December were genealogy, the true crime book club, Chef Rob's virtual cooking class, financial checklist program and the monthly coffee club had 96 participants.
- The teens enjoyed a tie dye craft, DIY vision boards and a take and bake cooking activity.
- The children programs comprised of Preschool Story time, a wreath craft, an ornament workshop and a crafternoon in the library.
- The library is hosting a Lego Robotics Club for students in grade 3-8. The program is being led by a Woodland Regional High School student every Wednesday as part of an internship.
- Our monthly art exploration program is now getting assistance from another Woodland High School student doing his internship with the library and YMCA.

B. Financial Reports/Bills Paid

Forty-eight percent of the library budget has been expended. The computer line item and programming line are highly spent. The programming line item is 78% expended. The increase in patrons participating in take and make activities and the number of activities being offered has depleted these funds more rapidly. 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- The library would like to post an amazon wish list for the month of February to the public to receive possible donations of new books from the public. This would allow the library to expand on the library material they offer. Oxford Public Library proposed this at the end of 2021.

IX. Old Business

A. Approval of By-Laws. - The By- Laws were updated and typed. Please review and make a motion to accept the updated By-Laws.

B.

Mary MacEachern made a motion to approve updated By-Laws, second David Dlugos.
Approved; all aye.

C. Review of Library Policies-

E. Setaro Posick has proposed:

- a. Removing e-devices and Wii policies since they are no longer valid.
- b. Including a material and program fee agreement.
- c. Adding to Code of Conduct.

d. Adding a Weather Policy

If motion is approved to proceed with revisions to policies, they will be typed up and put to a vote at February's meeting.

Annette Bosley-Boyce made a motion to approve updated revisions to the Policies, second Mary MacEachern. Approved; all aye.

X. New Business-

- A. Increase of work hours per week- The library full time staff would like to propose increasing their work hours from 30 hours per week to 35 hours per week. The other full time town hall employees currently work 35 hours weekly. Please refer to Kerri Vardon's request in section IV. If the board approves the request the Library Director will then have to bring it to the Union and Town, and follow the next steps and protocol for requesting increase of hours.

Rebecca Rubino made a motion to approve the request for full time library staff increase of hours, second Mary MacEachern. Approved; all aye.

- B. Review of long-range plan. – A copy of the current long-range plan was presented to the Library Board for review. The current long range plan is from 2013-2018, so it is overdue for an update. A long range plan is a written document that provides goals, measurable objectives, and specific activities for library staff to carry out. Suggestions for collective revisions and updates to be discussed at February's meeting which include but is not limited to: a vision and mission statement, 6 goals, and a 5 year action plan 2022-2027.
- C. Annual Budget- Currently it is budget planning for the 22-23 fiscal year. The library will be asking for increases in the part-time wages, computer line, and programming line.
- D. Library Board Checking Account- Currently there is \$6,000.00 reserved for a new building fund. This money was donated in memory of Jan Doll, has been in the checking account since 2014. E. Setaro-Posick is proposing to use \$3,019.80 of that money to finish the shelving in the Children's Room

Rebecca Rubino made a motion to approve the request for money to finish the project in the Children's Room, seconded by Mary MacEachern. Approved; all aye.

XI. Executive Session (if needed)

XII. Announcements/adjournalment

Motion to adjourn by Mary MacEachern seconded by David Dlugos. Approved; all aye. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Erin K. Moffat

Clerk, Library Board

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11 Wolfe Avenue
Beacon Falls, CT 06403
December 24, 2021

Board of Selectmen
10 Maple Avenue
Beacon Falls, CT 06403

Re: Tracy Lewis House

Dear Selectmen:

The extended Woodward family would like to assist the town financially on the move of the public library from the two crowded rooms in town hall to the spacious first floor areas of the historic Tracy Lewis House on Wolfe Avenue. We visualize a cooperative and coordinated effort with the library Board of Directors, and other town officials, to build a modern library we can all be proud of.

✓cc: Library BOD

Sincerely,

James W. Woodward

Dear Library Board & Director,

I would like to ask the Library Board to support the request of an additional 5 hours per week for full-time library employees. Currently, we are scheduled for 5 hours less than the rest of the full-time town employees, but our weekly operating hours are more than the rest of town hall's hours. With the change in our scheduled hours, we are also now at a disadvantage when it comes to administrative and prep work time- employees used to have time scheduled on Tuesdays and Thursdays before the library opened on 12PM (prior hours were 12-8PM on those days and are now opening at 9AM with the rest of town hall), and this was ideal for being able to prepare for programs and handle administrative tasks. Now, we are open during those hours and handling patron visits and requests, making it harder to complete the rest of the work in same allotment of time. We are also moving some programs off-site to the Senior Center, which makes it harder to work on another task while a program is running and required scheduling additional coverage (ex. If it's a Thursday when the library is open you need additional staff for both locations). With the increased focus on Take & Make programs, the amount of prep and packaging time has increased. We reach a larger number of patrons, and also require more prep for each person when handling a program as a Take & Make. Summer Reading and holiday programs are especially time consuming. There also needs to be time to pick up supplies while on the clock- an employee shouldn't have to use their own time to prep or pick up supplies but sometimes that is impossible with the current arrangement. I would like to increase our reach with Take & Make programming and more Town Wide programming events (see proposed events in my programming budget draft), but there needs to be adequate time scheduled for these projects to be done on the clock and without cutting corners and rushing. I understand that hours are supposed to be negotiated during contract years, but operating hours are also supposed to be negotiated during contract years but were changed before contract negotiation time just a few months ago. We've also seen the town adjust other employee salaries outside of contract negotiation time, so I don't believe this request is inappropriate to make during this budget year.

Kerri Vardon

Program Librarian