

Beacon Falls Public Library Board of Trustees
10 Maple Avenue
Beacon Falls, CT 06403



**Library Board of Trustees
Monthly Meeting
January 19, 2021
Draft- MINUTES**

January 22, 2021
Mr. Leonard Greene
Town Clerk, Town of Beacon Falls
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Greene:

Please be advised that the **Library Board of Trustees** held a **scheduled a Virtual Regular Monthly Meeting** for the third **Tuesday, January 19, 2021** at **7:00 P.M.**

The Zoom information for this meeting was:

One Tap Mobile

+13017158592,,96295769967#,,,,*919974# US

Dial By Your Location

+1 646 876 9923 US (New York)

Meeting ID: 962 9576 9967

Due to technical limitations, public comments was asked to be submitted via email to kvardon@biblio.org by noon on Monday, January 18.

AGENDA

1. Call to Order / Pledge of Allegiance

Annette Bosley-Boyce called the meeting to order at 7:02 P.M.

Present: Annette Bosley-Boyce (Chair), Gina Galullo (Vice-Chair), David Dlugos, Marissa Correia, Mary MacEachern, Jill Goodman
Others: Elizabeth Setaro (Library Director)

2. Read & Approval Minutes from Previous Meetings & Agenda

The Clerk asked for a motion on a revision to the December 2020 minutes where she erroneously recorded a 'nay' for the vote on the use of Squarespace, when it was all aye

Motion made to approve the revised minutes: Correia/MacEachern; approved, 5 aye, 1 abstention (G. Galullo, not present at December meeting)

3. Comments from the Public/ Correspondence

No Public Comment or Correspondence.

1. Reports- Elizabeth Setaro

a. Friends' Report- The FOBFL will be participating in the Ion Bank Community Awards Program. This is a program where bank customers can vote for their favorite nonprofit from Feb 1- March 31, 2021. FOBFL will receive \$20 for each vote. The Connecticut Community Foundation will hold its annual give local event from April 20-21, 2021. This event allows the community to donate to their favorite participating non-profits. The library is brainstorming ideas for its wish list using these funds. Some ideas include a 3D printer and shelving for the hallway to put the paperback books that patrons can borrow without checking them out.

The FOBFL also voted to purchase 19+ children's picture books written by Beacon Falls Policeman, Paul Markette. The book is called "K-9 Arty Saves the Day". The story takes place in Beacon Falls. Books will be given to the 17 classrooms at Laurel Ledge Elementary School and two local daycares.

b. Building Committee Report- nothing to report.

c. Board of Selectmen Report- The Town Hall is still closed to the public. An awning was added to the back of the town hall building. This will help the library by allowing patrons and library materials to be protected from the weather. This will also make it more suitable for staff and residents who need to conduct business with the Town Hall.

d. Service Reports-

1. The percentage of children participating in child programs has increased by over 200% from last year to this year. The adult participation in child programs has also increased. We have seen positive participation in take and make child programs since the start of the pandemic.

2. Homebound deliveries are up by over 200%. Deliveries of library materials are popular for patrons who are not able to pick up items during curbside delivery hours. The library is pleased to offer this service to the community.
3. Circulation of downloadable material including e-books, audiobooks and videos has seen a positive increase. The amount of hoopla borrows allowed has increased from 3 items per month to 4 times per month.
4. The number of web site visits is up from the same month last year.
5. The number of interlibrary loans is also slightly increased.
6. During December we continued our Storytime-to-go program. This session had 58 children and 15 adults participate over a 4-week session.
7. Children's take-home programs also included a Flanders Wreath activity co-sponsored by Beacon Falls Parks and Rec. 19 adults and 30 children participated.
8. 24 adults participated in a holiday sign craft.
9. The library hosted its annual gingerbread house activity. Families picked up their houses and candy from the library and were able to decorate them at home. 50 adults and 50 children participated.
10. The library handed out New Years Eve bags cosponsored by Parks & Rec. 187 adults and 374 children participated.
11. New Year Eve's trivia had 88 participants between Kahoot and Hoopla.

e. Financial Reports/Bills Paid

- The computer line item is 93% expended. This is due to our databases. The library was able to purchase a new desktop computer and 2 laptops with funds from the "Everybody Learns Grant". Novus has set those up. The assistant librarian and programming librarian now have laptops for working remotely. The part time staff have not worked since March leaving the part-time line items as 4% expended. Professional development has not been used. In person workshops have been cancelled. We will investigate online development workshops. All other line items are where they are expected.

f. Approval for any Bills to be Paid/ Clerking Invoice-none

4. Other Library related news- The library staff will try to stagger staff as much as possible to avoid contact during the COVID-19 pandemic.

The final report from the "Everybody Learns Grant" was submitted and accepted by the State.

5. Old Business

A. CT State Library Board of Trustees listserv- none

6. New Business-

- A. Budget Planning- The budget for the library will be on Office 365 SharePoint this year. The budget overview will take place on 1/26/21 starting at 7pm over zoom. The library will discuss our budget specifics on 2/16/21 over zoom. Programming is the biggest line of concern with increased numbers participating, as well as the computer line which gets expended early every year.
- B. Update on Shelving- The new shelving that was purchased from “The Everybody Learns Grant” from the State of CT and Governor Lamont will be installed on 2/1/2021. The other furniture should also be arriving shortly.

7. Executive Session (if needed)- none

8. Announcements/adjournment- Clerk asked anyone interested in joining the Sesquicentennial Planning Committee to reach out to Lisa Daigle.

Motion to Adjourn at 7:41PM-Galullo/MacEachern; approved, all aye.

Respectfully submitted,

Kerri Vardon

Clerk, Library Board