

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



**Library Board of Trustees
Monthly Meeting
December 15, 2020
DRAFT- MINUTES
(Subject to Revision)**

Dear Mr. Greene:

Please be advised that the Town of Beacon Falls Library Board of Trustees held a scheduled Virtual Regular Monthly Meeting on Tuesday, November 17, 2020 at 7:00pm.

The Zoom meeting information was:

One tap mobile

+13017158592,,98814524700#,,,,,0#,,720488# US

Dial by your location

+1 646 876 9923 US

Meeting ID: 980 5294 7073

Due to technical limitations, public comments were asked to be submitted by email to KVardon@biblio.org by noon on Wednesday, December 16, 2020. Public comment will then be added to the meeting minutes. Residents were able to listen by phone with the dial in information provided.

1. Call to Order / Pledge of Allegiance

Annette Bosley-Boyce called the meeting to order at 7:04 P.M.

Present: Annette Bosley-Boyce (Chair), David Dlugos, Marissa Correia, Mary MacEachern, Jill Goodman

Absent: Gina Galullo (Vice-Chair)

Others: Elizabeth Setaro (Library Director)

2. Read & Approval Minutes from Previous Meetings & Agenda

Minutes from November 2020 Meeting and December 2020 Agenda

Motion made to approve the minutes as presented: MacEachern/Dlugos; approved, all aye.

3. Comments from the Public/ Correspondence

No Public Comment or Correspondence.

4. Reports- Elizabeth Setaro

- A. Friends of the Library-** Met December 8th on Zoom. Had a Holiday Pie Fundraiser that raised \$100.48 and a Pampered Chef Fundraiser that raised \$218.14. Voted to cover two books for 15 participants for the story time bags. Going to participate in the Ion Bank Community Awards Program- an annual program that allows Ion Bank customers to vote for their favorite non-profits. Groups get \$25 for each vote received.
- B. Building Committee-** Nothing to Report.
- C. Board of Selectman-** The Town Hall and Library are closed to the public at this time. Only employees are allowed into the library. Still offering curbside pickup, notary services are suspended at this time. People can contact offices by appointment. Floating Holiday will be Monday December 28th.
- D. Library Service Reports-**
 - a. Service Report- Library is still having a good response with the story time to go and craft activities to go. We have a positive increase in children's participation in activities. Homebound deliveries have increased. Notary services were utilized in November, but are not suspended. Usage of downloadable materials like ebooks and audiobooks has seen a positive increase. Hoopla borrows have been increased from 3 to 4 items per month. It is a widely used app. Interlibrary loan lending is up slightly. Story Time had 56 children and 16 adults participating each week for a 4 week session. Participation is strong because families can pick it up and do it on their own time together.
 - b. Financial Report/Bills Paid- Computer line item is 93% expended. This is to be expected and happened last year due to renewing databases. Using funds from the Everybody Learns grant the library was able to purchase a desktop computer and two laptops. Novus, the town's IT service, is setting them up. The part-time staff has not worked since March, other line items are where they are expected to be.
 - c. Comments- December programs were a children's luminary craft, adult holiday sign painting craft where they received the board and stencil and got to paint it at home, Flanders Nature Center Evergreen Wreath Decorating, and Gingerbread Houses for all ages. They were all well received. Nothing from Listserv. New Business- Last meeting we discussed the Everybody Learns grant that was received. A little over \$23,000 from the state, to be expended by December 18th. Money was used on shelving, furniture, IT equipment and installation (including reaching the wifi through the town hall and to outside so patrons can access it and the printers from outdoors), PPE and cleaning supplies. We have received the outdoor table, freestanding sanitizer dispenser, cleaning supplies, masks gloves and two air purifiers. Shelving and furniture should arrive at the end of January. Right now the library is boxed up waiting for the new shelving in

January. Shelving is mobile, and a new layout in the Adult and Computer rooms and modular tables and seating for children's furniture in fun colors, and easy to clean. Adult fiction and non-fiction were painted, with white trim so its nice and bright.

We have been discussing using Squarespace as a possibility for materials fees payments for the adult crafts that require fees. Kerri Vardon wanted to note that we never charge materials fees for childrens' programming, this is for more complex adult and family programs like the Gingerbread House. Eventbrite does have an option for payment, but they do not pay you until 30 days later via check. Some programs require paying a vendor at the time of delivery, like paying the bakery for the Gingerbread Houses, and with a small budget not having people pay until the day or, or getting a check 30 days later, makes it more difficult to manage a tight monthly budget. Some people will also find it easier to pay right at home, from an invoice to their email, and easier to refund. We have trouble getting people to pay for expensive fees ahead of time, and this commits them for their program. We hold a spot hoping to get payment, and if they don't show that is a spot that could have been freed up for the waitlist. It has been a continuing problem. We don't make money off the crafts, but we have to pay the vendors. This may be an easier way to have people commit. We have also been having people say they leave payments in the drop box, but it makes it difficult to track these payments as we've had people say they have left them and never retrieved them from the box. There is a small fee associated, a percentage, but it also is less than the transaction fee for the town hall's system, which is a flat amount for small payments. We can also feel uncomfortable when its a lot of checks and cash coming in at once, making it harder to manage and being stored in only a cash box, not a safe. Might be better to keep it cashless as much as possible. We would let finance know when we got payments so they could verify the checking balance matches the deposits. Kerri and Liz could set it up but would need to vote for approval and a payment policy updated for the next meeting.

Motion made to use Squarespace for collecting materials fees:

Correia/MacEachern; approved with reservation; 4 aye/1 nay;

5. Executive Session

No Executive Session was held.

6. Comments From The Public

No comments were submitted to the clerk.

7. Adjournment

Proposed dates for 2021 were sent out for review (D. Dlugos had not received and K. Vardon resent). There were no apparent conflicts for 2021.

Potential future programming for the town's anniversary was discussed, including a program on the town's history and Matthies Park. K. Vardon was going to reach out to the Land Trust History group that prepared the book on Matthies Park engineering for Parks & Rec about a potential Zoom program, or a program with M. Krenesky that ties into the reprinting of the Beacon Falls history book.

Motion to approve the 2021 meeting dates and adjourn at 7:28 PM:
Corriea/Bosley-Boyce; approved, all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board of Trustees