

The Beacon Falls Public Library

Library Board of Trustees

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March 13, 2019 Regular Meeting Minutes

I. Call to Order/Pledge of Allegiance

Chairperson Annette Bosley-Boyce called the monthly meeting of the Beacon Falls Public Library Board of Trustees to order in the Connie Christensen Children's Room of the Beacon Falls Public Library at 7:06 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Annette Bosley-Boyce, Randi Bellemare, Gina Gallulo, Marissa Correia

Others present: Susan Dowdell, Library Director

II. Review of the Agenda – Nothing to Add

III. Approval of Minutes – Motion to Approve the February 2019 Minutes as presented: Bellemare/Gallulo; no discussion; all aye.

IV. Correspondence – New Building Committee Alternate was appointed (Allen Schwartz)

V. Public Comment- Three Calls for Public Comment- No Comment

VI. Friends' Report:

- Trivia Night to be held, theme "The Office" to support fundraising for the hallway renovation
- Ion Bank Community Program Continuing
- Give Local
- Summer YoYo Program, using UDS and Fire Dept. donation

VII. Building Committee Report- Did not meet last month. Will meet with Dawn LaValle at the next meeting. Now is the time to move ahead with planning for when state bonding reopens.

VIII. Board of Selectmen Report – nothing to report

IX. Library Director's Report

A. Service Report: Attendance continuing to increase for programs (34%). BFYTG also adding voice lessons. Wood sign craft, Treaty of Versailles talk, Makeup 101 and Silly Sing Along programs also were held. At the Versailles talk, a

patron discussed having a WW era diary translated from German. The Bielick Reference fund would pay for translation, to be used in library only.

B. Financial Report: Will be asking for a transfer for the PT staff and computer lines. Some funds from the copier line could be transferred. The website was hacked, and new copier set up. In summer moving web hosting to another client.

C. Bills Paid: Motion to pay February bills as presented (including clerking invoice): Correia/Gallulo; no discussion; all aye.

D. Other Library related news:

- April is Library month; will hold Bingo activity for patrons
- In September, hope to partner with local businesses to get discounts with library card; encourage library card registrations
- Developing a survey to ask why patrons use other libraries- we know what we do well, we need to know what areas people would like to see us develop and why patrons would choose a neighboring library instead

X. Old Business

A. CT State Library Board of Trustees listserv- No News

B. Motion to Approve the Friends of the Beacon Falls Library Memorandum of Understanding as presented: Gallulo/Correia; no discussion; all aye.

XI. New Business

A. VHS to DVD Converter- S. Dowdell: had an old converter, needed an old PC running Windows 7 to operate. Have it working now, set up and tested with the help of Friends who had been going to Wallingford for this service. Need a policy to be adopted. (Policy draft distributed)

GG: Should add a disclaimer in case VCR eats a tape/tape gets damaged. Right at the end.

S. D.: (added disclaimer)

Motion to approve the VHS to DVD conversion policy with changes as submitted: Gallulo/Correia; no discussion; all aye.

B. Seed Exchange Policy" S. Dowdell: Copy of policy will be posted by the seed exchange materials. (Policy draft distributed).

Motion to approve the Seed Exchange policy: Gallulo/Bellemare; no discussion; all aye.

XII. Executive Session (if needed)

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, April 10, 2019 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:37pm: Correia/Gallulo; no discussion; all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board

VHS to DVD CONVERTER POLICY

PURPOSE:

The Beacon Falls Public Library offers equipment, for use by its patrons and staff, to convert VHS tapes into DVDs. The purpose of this policy is to outline the acceptable uses and procedures for this service. This document will be posted next to the VHS to DVD conversion equipment.

POLICY:

The VHS to DVD converter is housed in the nonfiction room of the Beacon Falls Public Library. It is to be used by/for Beacon Falls library card holders only with the knowledge and permission of library staff.

The VHS to DVD converter works by recording your VHS tape onto a computer via a VCR and then burns the recorded file onto a blank DVD- R disc. The entirety of the VHS tape must be played as it records.

DVD-R discs hold up to 2 hours of recorded material. If a video is longer than that, it will have to be broken up into 2 or more discs. DVD-R discs are available at the circulation desk for a fee of \$1.00. The library does not allow patrons to bring their own discs.

Beacon Falls Library card holders may copy non-copyrighted materials only. Therefore, for example, a VHS copy of "Forrest Gump" or other copyrighted materials are not able to be copied.

The use of the equipment is at the discretion of library staff. Only those who have been trained via a book-a-librarian session will be allowed to use the equipment without supervision. Those who choose to use the equipment on their own must stay at the library the entire length of time that their conversion process takes. For example, a 2 hour VHS tape may take up to 2 ½ hours to convert to DVD.

In the event that Beacon Falls library card holders do not have the time to convert the VHS tape themselves, the library will be able to convert it for him/her. Please contact library staff to make arrangements. Only one VHS tape can be dropped off at a time. Due to volume, the librarian may not be able to accommodate your request at that time and may make arrangements for a future drop off period.

If accepted, the patron will fill out the contact form and library staff will call the patron when the VHS tape and DVD(s) are ready to be picked up. Allow up to two weeks for completion.

The Beacon Falls Public Library is not responsible for damage to the original VHS tape.

Adopted and approved by the Library Board of Trustees at their March 2019 meeting.

1. The VHS to DVD converter service is only available to Beacon Falls Public Library cardholders.
2. The library reserves the right to deny use of the equipment or copying of materials deemed inappropriate or illegal. Library card holders must attend a book-a-librarian training session before independent use of the equipment is allowed.
3. It is expressly prohibited to convert any VHS tapes that violates or infringes upon a patent, trademark, or other proprietary use. Use of the converter and associated equipment shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material.
4. The library does not guarantee a successful conversion.
5. The quality of the DVD will depend upon the quality of the original VHS tape recording.
6. The Beacon Falls Public Library is not responsible for damage to the original VHS tape.
7. Payment of the \$1.00 fee for each DVD is required prior to conversion.
8. An additional fee of \$1.00 for each unclaimed disc will be charged to the patron's record 30 calendar days after the first notification that the materials are ready. Library staff will email/call to provide the second notification after 30 days have passed.
9. Due to lack of space at the library, DVDs and/or VHS tapes that are not picked up 14 calendar days after the second notification will be discarded.

By signing this policy, I understand the above terms and agree to abide by them when using the converter and related software.

Print Name: _____

Signature: _____ Date _____

Contact and VHS Information

Name: _____ Library Card Number: 33120 _____

Phone Number: _____

Email: _____

Title & Description of Video: _____

Length of Video: _____

Adopted and approved by the Library Board of Trustees at their March 2019 meeting.

Seed Exchange Policy

PURPOSE:

The Beacon Falls Public Library has instituted a Seed Exchange program to increase the capacity of community members to feed themselves and their families wholesome food with education and resources that foster community resilience, self-reliance, and a culture of sharing. The purpose of this policy is to explain the procedure and guidelines for the program. This document will be posted next to the seed exchange materials.

POLICY:

By participating in the Seed Exchange, patrons are hereby notified that the library is not responsible for the seed usage and makes no guarantee about the success of any of the seeds in the collection.

- Patrons must be at least 18 years of age to borrow seeds.
- Hours for the seed exchange will take place during normal library hours.
- Donations of non-expired seeds in their original packaging must be handed to a librarian to evaluate whether they are eligible to be added to the exchange program.

Patrons who are interested in borrowing seeds will follow the below guidelines:

- Choose the seeds you would like to grow from our assortment of packaged seeds in our labeled container that is kept in the library hallway.
- Use one of our seed envelopes provided. Use a different envelope for each variety of seed you wish to borrow (up to 5 different types of seeds)
- Open the seed packet over the tray and take out the seeds you will be taking home. Take about 2-3 seeds for every plant you intend to grow. For example, if you want 5 tomato plants, take 10-15 seeds.
- Label your envelope with what you are borrowing and seal it shut
- Seal the original seed packet and place it back in its spot.
- Take a copy of the seed package directions from the binder so you have the growing information. Feel free to staple it to your seed envelope.
- When you have all that you want, please let the librarian know what you have borrowed.
- Seeds are for planting only. DO NOT EAT.

Thank you and happy gardening.

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