



The Beacon Falls Public Library

Library Board of Trustees

10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 –1441 • fax: (203) 729 – 4927

beaconfallslibrary@yahoo.com

www.mybflib.org

May 8, 2019 Meeting Minutes (Draft Copy – Subject to Revision)

I. Call to Order/Pledge of Allegiance

Acting Chairman 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 7:03 p.m. with the Pledge of Allegiance to the flag.

Trustees present: Annette Bosley-Boyce, Marissa Correia, Gina Galullo, Donna Taylor, Randi Bellamare

Absent: Stacey Betkoski

II. Review of the Agenda

Agenda Reviewed

III. Approval of Minutes:

Minutes accepted as accurate.

IV. Correspondence

none

V. Public Comment

Acting Chairwoman Bosley- Boyce made three calls for Public Comment.
No Public Comment

VI. Friends' Report - Thank you to the Board members who donated and/or shared the Give Local information. Over \$2300 was raised and the chairs have been delivered. Friends are getting ready for their June 7th and 8th book sale.

VII. Building Committee Report- Nothing to Report

VIII. Board of Selectmen Report -

The town budget process is moving through the process. According to the posted 4/22/19 minutes, there was discussion about the proposed increase in staff hours.

The following library measures have increased since over the last 16 years. In 2003 13,090 items circulated compared to 16,269 so far this year with 2 months to go (13,541 of those so far were physical items). Please also note that approximately 10% of all our circulation comes from borrowing books from other libraries via interlibrary loan (DeliverIt). These circulations take more time than those from our own collection.

Significant staff time is spent on programming whose attendance has increased 27.02% year-to-date as compared to last year. In fact only 2670 people attended 158 programs in 2003 while 4349 people attended 264 programs so far this year (again, with 2 months to go). In 2003, people were not using technology as much. We have many patrons coming in to learn how to use these devices. These are solid reasons why additional staff time is needed. In addition, all other full-time town hall employees work 35 hours per week. As discussed while the budget was being crafted and approved, the library employees are seeking equity with their counterparts in other departments. This is not a new issue as it was discussed as part of contract negotiations in the past.

IX. Library Director's Report:

A. Service Reports-

- 1) Well attended adult programs this month were ones on Mountain Lions (36 attendees), Gardening (27 attendees), and Magic of Communication (15).
- 2) Science Snoopers children's program attendance during the school's April break was supplemented by United Day School attendees. Theater group practices continue to drive the children's programming and volunteer hours statistics.
- 3) The young adult Harry Potter Alliance, led by Kerri Vardon, hosted a succulent garden event which filled very quickly. They have planned a Story Walk in collaboration with the Conservation Commission to be held on May 18th and will host an Obstacle Course in June.
- 4) Participation in the seed exchange is responsible for the increase in the "other" circulation category.

B. Financial Reports/Bills Paid – 83% of the fiscal year gone.

- 1) Two budget transfer requests were submitted to the Board of Selectmen and Board of Finance's approval. The first request was \$1500 to be taken from Salary and Wage Adjustments line item to replenish the Part-time line item. The second request was \$150 to be taken from the copier lease line item to be put into the computer line item, which only has \$153.28 left in it with two months left to go in the budget year. There is a charge of approximately \$45 that needs to be paid for the DeepFreeze software (which puts the computer back to its original state upon every restart), in addition to the regular updates and other computer issues that come up unexpectedly. Both of those transfer requests were approved by the Board of Finance on April 22nd. The Board of Selectmen should approve them at their May 13th meeting.
- 2) The Youth Theater Group's funds will be decreased soon due to the purchase of microphones and sound system as part of the Matthies Foundation grant received. The group is exploring their own status as a 501©3 organization. Next month you will see a payment for Facebook advertising. A \$25 ad was created to promote the seed exchange.

- 3) K. Vardon and L. Piekarski attended the Connecticut Library Association conference in Mystic CT in April. There will be a charge on next month's credit card for their stay and a mileage reimbursement as well (Professional Development line item).

C. Approval for any Bills to be Paid –

S. Dowdell discussed the past practice of having the Library Board chairperson sign off on bills.

Motion to approve the payment of the bills submitted: Galullo/Bellemare; no discussion; all aye.

Motion to approve the payment of the clerking invoice: Galullo/Correia; no discussion; all aye.

D. Other Library related news-

The library staff has elected to use their floating holiday on Friday, July 5th. Therefore the library will be closed on that date in addition to the July Fourth Holiday closure.

X. Old Business

- A. CT State Library Board of Trustees listserv - nothing to report.

XI. New Business

No New Business

XII. Executive Session

No Executive Session

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, June 12, 2018 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:26 pm: Taylor/Gallullo; no discussion; all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board