

The Beacon Falls Public Library

Library Board of Trustees

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February 13, 2019 Meeting Minutes (Draft Copy – Subject to Revision)

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 7:00 p.m. with the Pledge of Allegiance to the flag.

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

Others present: Susan Dowdell, Library Director

II. Review of the Agenda – Nothing to Add

III. Approval of Minutes – Motion to Approve the December 2018 Minutes as presented: Bellemare/Gallulo;no discussion; all aye.

IV. Correspondence – copy of a letter was received from the First Selectman's office congratulating M. Fernandes for becoming a permanent member of the Community Media Center Building Committee, ACLB membership letter

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

VI. Friends' Report: FoBFL is fundraising for further upgrades for the hallway. There has been 1 trivia event, with 2 additional ones and one escape room planned, in addition to Give Local which will be held on April 23-24. This is a Connecticut Community Foundation sponsored 36-hour online giving program. FoBFL members and staff members have worked to find two reading chairs for the hallway, as well as other suggested improvements.

Friends are interested in attending the Friends of CT Library's conference this year, which focuses on Fundraising. In January they voted to renew the Peabody Museum and the Imagination Museum passes. They have set the dates for the spring book sale, which will be held on June 7th and 8th. They will be participating in Ion Bank Community Awards program this year. Each account holder vote for the Friends will earn FoBFL \$25.

The Friends have approved a Memorandum of Understanding document. The Library Board will also need to approve it.

- VII. Building Committee Report- S. Dowdell reported that the committee met on Jan. 23rd. Library Board representative Tom Greber is moving forward with applying for an LSTA Planning Grant. In addition, Dawn LaSalle from the state library will be attending the Feb. 27th committee meeting to help set up the focus group session.
- VIII. Board of Selectmen Report –S. Dowdell reported that budgets will be due February 18th and must be approved by the Library Board.
- IX. Library Director's Report
 - A. Service Report: S. Dowdell reported on the December & January programs, which are up over 30% above last year's statistics. Gingerbread, Silly Sing along, Preschool holiday story time and Science Snoopers had the best attendance in December. "Find Your Stuff" and Watercolor classes were popular adult programs in January.

The Youth Theater group's attendance continues to be strong with up to 4 rehearsals each week, which is also contributing to the volunteer hours being up over 27%. Adding voice lessons as well.

The new Harry Potter Alliance, planned in concert with library assistant K. Vardon, hosted a candy sushi and movie program. They are working with the Conservation Commission to create a 'story walk' at one of the town parks. Vardon is also planning other activities for this age group, including one for the summer.

Dowdell will be looking into ways to capture wireless network use so that usage can be reported in the future. Use of digital library services continues to be strong. An inventory project is being explored and weeding of the adult fiction collection, according to library board policy, has begun. Shelves which are packed too tightly to remove a book discourage borrowing causing our residents to use other town libraries instead.

Library staff is brainstorming ways to increase circulation. Dowdell is also seeking input from the Friends and asked the Library Board members to assist by responding to a survey that will be sent in the future.

Dowdell reported on FY18-19 data submitted to the Board of Selectmen. One key take-away was that the size of the library definitely impacts circulation. Libraries of similar population and wealth (Lebanon -7500 sq. ft., Willington-12630) have over 7 physical items per person on their shelves while Beacon Falls has fewer than 3 items per person. The result is BF residents circulate 3.1 items each at our library vs 9.3 items at Lebanon and 5.8 items each at Willington. Both other towns receive a significantly larger share of state funds due to their own residents and residents from other towns borrowing at their town library versus visiting libraries in other towns.

Dowdell stated that after conferring with Tom Newman of the CT State Library, the benchmark size of the Beacon Falls Public Library should be a minimum of 1.6 square feet per person. That translates to 9868.8 square feet (currently 1250 sq. ft.). Further longitudinal analyses are being planned to examine circulation over time at BFPL and other similar libraries in the state.

B. Financial Reports/Bills Paid: S. Dowdell reported that most line items are where they should be, with the exception of the computer line item and the part-time staff line item (which has \$1700 more expended compared to last year at the same time). She anticipates asking for a transfer in April.

Staff has discussed and implemented a new registration procedure for adult craft programs. Payments of materials fees are now due at time of registration. Much staff time was taken calling and emailing people multiple times with some people deciding to drop out at the last minute, leaving staff to scramble to fill the empty slots. The use of online payments for programs through the website has been implemented to make it easier for participants, if they so wish.

C. Approval for any Bills to be Paid/ Clerking Invoice

- Clerk's invoice

- ACLB membership

Motion to pay these bills as presented: Bellemare/Gallulo; no discussion; all aye.

D. Other Library related news

S. Dowdell reported that the new copier lease has been finalized and the new copier installed. The new copier also includes faxing and we are working on defining the protocols for mobile device printing. This 5 year lease is in conjunction with the other two copiers in the building and will save the library budget about \$30 per month and will save money for the Town Clerk and First Selectman's office as well.

A color laser printer was purchased and installed in December. It is on the patron network and will be accessible from mobile devices as well as the laptops. The fee for color copies will remain the same (50¢ per copy) but will be much faster than the inkjet color printer. The previous color printer was given to the First Selectman's secretary.

X. Old Business

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

B. Appoint Liaison to Friends of the Beacon Falls Library- in addition S. Dowdell distributed copies of the drafted Memorandum of Understanding to review and discuss next month.

C. FY20 Budget – S. Dowdell stated that budget had been discussed with staff and presented a final budget for the board's consideration.

Motion to submit the drafted budget as presented to the Board of Finance: Gallulo/Betkoski; no discussion; all aye.

XI. New Business

- A. Memorandum of Understanding S. Dowdell presented the MOU as approved by the Friends of Beacon Falls Library. She requested that the Library Board review and suggest any changes at the next month's meeting and then ratify it.
- B. Online payment of fines – S Dowdell explained 2 libraries in Bibliomation are now allowing patrons to pay late fees and lost book fines online from home through the Evergreen system. Dowdell was interested in getting the board's input on starting to do so.

XII. Executive Session (if needed)

XIII. Announcements/adjournment

The next regular monthly meeting will be held **Wednesday, March 13, 2019 at 7:00 p.m.** in the library.

Motion to adjourn the meeting at 7:44pm: **Correia/Gallulo**; *no discussion*; all aye.

Respectfully submitted,
Kerri Vardon
Clerk, Library Board