

DRAFT MINUTES: Fairfield Board of Library Trustees
HELD: August 16, 2010
AT: Small Meeting Room
Branch Library at Fairfield Woods
1147 Fairfield Woods Road
Fairfield, CT 06825

PRESENT: Trustees: Ms. Elizabeth Dillabough, Mr. Robert Frigo, Mr. Brian Kelahan, Ms. Mary Ellen McLean, Mr. Brian McManus. Also present, Ms. Karen Ronald, Town Librarian, Ms. Dawn LaValle, Assistant Director for Administration

Members of the public: Mr. Donald Peterson, Mr. Andy Brophy, Ms. Alice Lowe

1. Call to order

Meeting called to order by Mr. Kelahan at 7:02PM. Mr. Kelahan introduced Dawn LaValle.

5c. Marketing/External Relations

Alice Lowe described her experience as an independent filmmaker and the films she has created for non-profit organizations used as communications tools. Discussion ensued about the ways the Fairfield Public Library would be able to make use of the film/DVD. Ms. Ronald will work with Ms. Lowe on the creation of a film/ DVD for the library.

2. Approval of July 2010 Minutes

Motion to approve minutes with corrections (See item 5b. 'Turning' corrected to "Turn of" made by Mr. Frigo, seconded by Ms. Dillabough. Approved unanimously.

3. Financial/Budget Report

Treasurer Mr. Frigo reported that FY '09-'10 results were just about finalized; controllable accounts had been encumbered by purchase orders were awaiting final accounting. For FY '10-'11 12% of fiscal year has already passed and the expenses were in line. Discussion of the endowment funds will take place at the September meeting.

4. Library Policies/By-laws/Board Structure

Discussion ensued about making the library accessible to Fairfield business owners and their employees by providing library cards. Ms. Dillabough made the motion to accept the policy and procedures as presented for Fairfield Public Library business card category. Mr. McManus seconded. Approved unanimously.

5. b. Meeting Needs of Branch Library

Discussion ensued about the formation of a building committee for the

renovation of the Fairfield Woods Branch Library. Mr. Frigo made the motion, Mr. McManus seconded. The motion passed unanimously. The motion reads as follows:

Whereas the Fairfield Woods Branch Library of the Fairfield Public Library System (hereinafter referred to as “The Branch Library”) is the busiest branch library in the State of Connecticut demonstrating its vital importance to the people of Fairfield; and

Whereas the Library Board of Trustees committed through its approval of the Long Range Plan 2009-2013 to examining the needs of The Branch Library; and

Whereas the building and systems of The Branch Library impede the equitable provision of services across the Town Library System; and

Whereas The Branch Library requires infrastructure repairs in a number of its systems and structures; and

Whereas The Branch Library physical plant is currently non-compliant with ADA requirements making it impossible for some patrons to access all the services of the Woods library; and

Whereas the state of the building infrastructure at The Branch Library is inadequate to properly maintain and protect the collection; and

Whereas the Library Board of Trustees has a fiduciary duty to protect the assets of the Town Library, including the building and the collections, and feels that the current structure jeopardizes the adequate stewardship of Town Library assets;

Therefore, be it resolved that the Board of Library Trustees of the Town of Fairfield do hereby request of the Board of Selectmen of the Town of Fairfield that a Building Committee be established in accordance with town regulations for the purpose of renovating, repairing and refurbishing The Branch Library so that The Branch Library will be able to

1. ensure a safe and welcoming facility that is compliant with all codes and accessible to all members of the public;
2. guarantee the ongoing safety and protection of patrons, employees and materials;
3. provide excellent and equitable library service across the Fairfield Public Library System;
4. offer an effective and efficient facility with the ability to

- accommodate 21st century technologies including wireless capabilities;
5. offer space capable of being used for multi-functional purposes, accommodating diverse community interests;
 6. grow and absorb increased demand for collections, programs and other space needs for the next 20 years;
 7. provide staff workspace to enhance productivity and efficiency in the delivery of library services;
 8. use sustainable design principles, materials and systems;
 9. become an interactive learning lab for neighborhood residents to experiment and enhance their quality of life, including the use of sound environmental practices;
 10. reflect the reality of the facility as a component of a learning campus in association with neighboring schools, places of worship and area businesses.

6. Library Operations Report

Ms. Ronald reported that the library needs 10,000 votes each day for the Pepsi Refresh Grant to make it into the top ten. The system set up for voting allows for multiple voting.

Four hundred people attended the presentation by Chris McDougal, author of “Born to Run.”

7. New Business

The library is developing another IT plan to be reviewed by the Board and then it will be sent to the State for certification.

8. Motion to Adjourn

Mr. Frigo motioned to adjourn the meeting at 9:02pm. Mr. Kelahan seconded. Motion passed unanimously.

Respectfully submitted,
Mary Ellen McLean
Secretary, Fairfield Board of Library Trustees

Date and Location of Next Meeting:
Monday, September 20, 2010, 7pm
Jennings Room, Main Library
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824