

DRAFT MINUTES: Fairfield Board of Library Trustees
HELD: July 19, 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, Ms. Kristen Tierney. Also present, Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian-Branch Services

Members of the public: Mr. Donald Peterson

1. Call to order

Meeting called to order by Mr. Kelahan at 7:15PM. Mr. Kelahan welcomed Ms. Dillabough to the Board.

2. Approval of June 2010 Minutes

Motion to approve minutes with corrections (See item 4 – ‘seconded’ corrected to ‘seconded’, See item 5b, typo with two periods corrected to one) by Mr. Frigo, seconded by Ms. Tierney. Approved unanimously.

3. Financial/Budget Report

Treasurer Mr. Frigo reported that summary of FY '09-'10 results was not yet available and would be available for review at next Board meeting. No summary of FY '10-'11 results as only three weeks into current fiscal year. Mr. Frigo also reviewed summary of FY '09-'10 revolving funds balances. Mr. Frigo explained investment options. Fixed income account earns a larger return and does not adversely affect liquidity. Motion made by Mr. Frigo to reduce balance in Revolving Funds Money Market account to \$10K, taking funds in excess and reinvesting in fixed income account. Seconded by Mr. Kelahan. Motion approved unanimously.

4. Library Policies/By-laws/Board Structure

Ms. Ronald was asked to issue final Revolving Funds Policy as approved by Board at December 2009 meeting.

5. b. Meeting Needs of Branch Library

Ms. Ronald reported no CT state grant money is available for the renovation of Fairfield Woods. Mary Louise Jensen, the CT State advisor for building projects, had visited the library, and relayed that state money is going to libraries in communities in distress such as Bridgeport.

Discussion ensued about the vision statement for the renovation project. Mr. Frigo recommended the vision statement be expanded into a case statement for

the project, with executive summary and detailed documentation supporting the case. This case statement will become the basis for consistent communication about the renovation. Ms. Ronald introduced the idea of a professional video/DVD about the need for renovation as an effective communications tool and will report back at the next meeting.

Discussion continued about what information is needed to move ahead with the renovation including building issues, zoning regulations and other library renovations. Mr. Kelahan will contact Mr. Ed McCourt from DPW Maintenance for a review of the Fairfield Woods building. From that then a discussion will be set up with the Building Department. There will be follow up on the proposed changes to the zoning regulations with regard to educational facilities. Discussion ensued as to which libraries with recent renovations to visit, including the Byram Branch of the Greenwich Library, Turning River of Stamford, the Darien Library and West Hartford Library including the Branch at Bishops' Corner. Mr. Kelahan proposed that by the August meeting the Board will make a formal resolution to move ahead with the renovation.

Branch library children's space ribbon cutting on July 12 a success. Mr. Flatto, RTM member Christin McCarthy Vehey, Board members and many members of the public attended. Connecticut Audubon Society and Arts Studio participated. Public attendance confirmed how beloved the branch is in the community.

5. e. Staffing

Ms. Ronald reported there are may be some furlough days in August and/or September, although nothing has been finalized or approved. Joel & Sinclair, the long-range planning consultants, have been retained for library management training with emphasis on long-range planning for September 3, 2010.

Dawn LaValle, assistant director for administration, started Monday, July 19, 2010. Ms. LaValle will be working on the Technology Plan update for the library.

There have been three retirements within the library (1 F/T and 2 P/T) and the job descriptions for those positions are in the process of being rewritten.

5f Technology

Library webmaster Ms. Merry Uk has initiated a new Agenda and Minutes module and trained town clerk staff how to use it. SIRSI/DYNIX upgrade plans being made. Back-up servers will be located in Branch basement; racks for cages delivered; and now need some work done by DPW to accommodate them. Jim Swift is working with Mr. Don Leslie, IT Director on this project. New ordering process being led by Deputy Town Librarian to increase

efficiency and productivity.

6. Library Operations Report

The library system hit the 1,000,000th circulation mark on June 30, 2010. It was the first time the library achieved that circulation in a 12-month period.

Summer reading: More than 2300 people have signed up, the most the library has ever had.

A new program coming out of the successful partnership with the Connecticut Audubon Society will be “ Feature Creature” for children, where each month a particular creature/bird/insect etc. will be featured in a programs and books.

7. New Business

Ms. Dillabough will review and report on the current by-laws for the Board of Library Trustees. Mr. McManus will review and report on the recently revised (June 1, 2010) CT Statutes regarding library operations. The Board will review the policy regarding guest cards and consider recommended revisions to include local businesses owners and employees.

8. Motion to Adjourn

Ms. Tierney motioned to adjourn the meeting at 8:45pm. Mr. Frigo seconded. Motion passed unanimously.

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

Date and Location of Next Meeting:
Monday, August 16, 2010, 7pm
Small Meeting Room, Fairfield Library at the Woods
1147 Fairfield Woods Road
Fairfield, CT 06825