

**DRAFT MINUTES: Fairfield Board of Library Trustees**

**HELD: May 10, 2010**  
**AT: Jennings Room**  
**1080 Old Post Road**  
**Fairfield, CT 06824**

**PRESENT:** Mr. Robert Frigo, Mr. Brian Kelahan, Ms. Mary Ellen McLean, Mr. Brian McManus, Ms. Kristen Tierney. Also present, Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian-Branch Services, Ms. Marilyn Rice, Technical Services, and Ms. Nicole Scherer, Teen Librarian

Members of the Public in attendance: Mr. Don Peterson.

Mr. Kelahan called the meeting to order at 5:15pm.

**7. New Business:**

Marilyn Rice and Nicole Scherer presented a summary of their experience at the PLA (Public Libraries Association) Conference they attended in March 2010 in Seattle, WA. Their reports, along with Cindy Barich, are posted to the Library's Intranet, for all library employees to read. In addition, the three took a side trip to Powell's of Seattle, the largest used bookstore in the country.

Ms. Rice attended sessions including: Cracking the Code: beyond Dewey, about ways to catalogue books instead of the Dewey Decimal System; RDA Update for Public Libraries, about resource description and access and necessity of cataloguers and administrators to keep abreast of all the new developments; Partner reading with dogs to read—Literacy Magic; Using Organizational Culture to Improve Library Services. Ms. Rice also talked about the exhibition and the vending machine for library books, which the Scarsdale, NY library is already using.

Nicole Scherer reported on what Cindy Barich attended: Advance Black Belt Librarian, encompassing the top ten security instructions for librarians, including the principle of 30-30-30: all librarians should get into the habit of stopping every 30 minutes and observe what is going on around them for 30 seconds, and make it a point to do it for 30 days; 30-Second Email, hints on how to write better emails in 30 seconds; Catch Them by the Tale, the neurological development of children and how reading aloud trains the brain, and the Publishers Book Buzz, what are the new books coming to market. Nicole attended: Sense and Sensibility-Will Technology Pay Off, what is the PROI, the public return on investment with new technology; Adult Story Time, how to produce a story time series for adults; What Teens Are Really Reading, a discussion about reluctant readers—the dormant, uncommitted, unmotivated or unskilled—and what kind of books will engage them; Privacy Revolution, discussing on-line privacy issues; Stop Aggressiveness at the Library, about employee interactions; If You Didn't Work Here Would You Come to the Library, about programming for the age 20s and 30s childless age groups; Save Your After School Sanity, coping strategies for dealing with teenagers.

## **2. Approval of April Minutes**

Motion to approve April 19, 2010 Minutes made by Bob Frigo, seconded by Kristen Tierney. Approved unanimously.

## **5. b.Goal 2: Meeting needs of Branch Library**

Marc Futterman of CIVICTechnologies of California presented a webinar about geographic information solutions—collecting and mapping data to analyze the Fairfield community and relate the data to the services the library currently provides and how it assists in the planning for future services.

Discussion ensued.

## **3. Financial/Budget Report**

Discussion ensued.

## **4. Library Policies/By-Laws/Board Structure**

Brian Kelahan discussed the new format of agenda and said it is still being refined.

Brian McManus presented a draft copy of a Privacy, Confidentiality and Law Enforcement Request Policy to be reviewed and revisited at the June meeting.

At 7:07pm Kristen Tierney moved to go into executive session to discuss personnel issues. Mary Ellen McLean seconded the motion. Approved unanimously.

At 7:53pm the board came out of executive session.

Kristen Tierney moved to nominate Elizabeth Gioiosa Dillabough to become a Library trustee effective July 1, 2010 subject to the Board of Selectmen approval. Brian McManus seconded the motion. Approved unanimously.

## **5b. Goal 2: Meeting Needs of Branch Library (continued)**

Karen Ronald reported that the Humphries Poli Architects and Space planners have worked with Nancy Coriaty's former director at the West Palm Beach, FL library.

## **5f. Goal 6: Technology**

Karen Ronald reported that more materials are being made available in digital format and the new library webmaster Merry Uk is evaluating ways to implement a digital branch.

## **6. Library Operations**

Karen Ronald reported that First Selectman Ken Flatto has requested funds from the Library Endowment to assist in paying for Q-Send, a software program to help in the posting of town commission and board minutes to the town's website. The trustees requested more information and Ms. Ronald will request that from Mr. Flatto.

Part-Time Salary Reduction: The library budget approved by the Board of Finance and RTM included a \$15,000 reduction in part-time salaries. Ms. Ronald presented that in

