

DRAFT MINUTES: Fairfield Board of Library Trustees

HELD: March 15 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, Mr. Les Srager, Ms. Kristen Tierney. Also present, Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, and Deputy Town Librarian-Branch Services.

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

Mr. Kelahan called the meeting to order at 7:08pm.

I. Review of February Minutes

Motion to accept February 2010 Minutes made by Robert Frigo, seconded by Brian McManus. Approved: five yeas; one abstention by Les Srager.

III. Review of Statement of Appropriations

Discussion ensued.

IV. Director's Report

- A. Karen Ronald reported that library usage has increased. Circulation is up 3% from this time last year, internet use is up 27%, primarily from job hunters, and self-checkout is up 18%.
- B. Ms. Ronald and Ms. Coriaty held a meeting with all department heads to plan programming for the upcoming year.
- C. Programming attendance has been significant: 250 attended the talk by Mary Karr on Feb. 25 at Fairfield University, 125 attended Paula Butturini on Feb. 28 at the Main Library, 40 writers attended the romance writers workshop, and there was a full house for the teen program on Feb. coinciding with the movie opening "Percy Jackson & The Olympians: The Lightning Thief."
- D. Friends of the Fairfield Public Library Gala on Feb. 20 was successful. Karen Ronald noted the hard work of Danielle Sharp.
- E. One Book One Town: The author presentation on March 24 already has 415 registered. Other programs have been well received.

V. Branch Library Report

- A. Nancy Coriaty reported that the branch became a community focal point during the past weekend's storm and power outages. Residents came in to recharge their laptops and phones, more students were in to study, and in general more people spent a longer time in the branch.
- B. On Thursday, March 11, the Branch hosted "Meet the New Town Librarian" and Karen Ronald met and networked with Branch library patrons.

- C. Ms. Coriaty will be meeting with the parents at Grace Methodist Nursery School to speak about literacy and library services.
- D. On Wednesday, March 10, Ms. Coriaty had requested assistance from the Fairfield Police Department to talk to students from FWMS about their behavior in the parking lot.

VI. Friends of Fairfield Public Library Report

- A. The Friends gala on Saturday, February 20th was a success.
- B. Charlotte Garrell is making the transition for Lee Ann Ratner to become the next president.

VII. Old Business

- A. Budget Request 2010-2011: The Library will make its presentation before the Board of Finance on Tuesday, March 16 at 9pm. The library's budget is equivalent to the cost of \$75 per resident. Ms. Ronald briefly explained about a new analysis tool, a library-use calculator, developed to quantify library ROI.
- B. Confidentiality of Library Records Policy: Brian McManus has been reviewing other town libraries' policies for comparison and will discuss further at the April meeting.
- C. Fraud Policy: Karen Ronald talked with Eileen Kennelly, the assistant town attorney, and Ms. Kennelly will be speaking with the town attorney, Dick Saxl. Brian McManus will follow up with Ms. Ronald and report back for the April meeting.
- D. Fairfield Woods Middle School Expansion Update: Brian Kelahan recommended that the topic should now be listed as the Fairfield Woods Branch Library Renovation. The FWMS Building Committee traffic consultant met with Ms. Coriaty, and will be reviewing traffic patterns at the branch with regard to pick-up and drop offs during school hours. Brian McManus spoke with Bill Fitzpatrick, the attorney who represented the Board on the renovation of the Main library. Mr. Fitzpatrick will be invited to attend the April 19, 2010 board meeting. Discussion ensued.

Motion: Kristen Tierney moved to approve up to one thousand dollars to do a title search to determine the extent of the branch library's property. Les Srager seconded. Approved unanimously.

Don Peterson, member of the public, raised a question about the precedent of a town department hiring its own legal counsel. Brian Kelahan explained that the Board would have to have Mr. Saxl do the hiring, and that it has been done before within town, and specifically with the library during the renovation of the Main building.

Space Planning: Nancy Coriaty will attend a library space utilization workshop on Wednesday, March 17, and will begin the review of the Branch's space, along with Cheryl DelVecchio, Mary Coe, Deborah Lee D'Aprile, and Kristen Tierney. Karen Ronald began the research of space planning consultants will report back at the April meeting.

- E. Long Range Plan: Karen Ronald reported on the areas of focus of the upcoming year: Marketing: Part-time assistant hired for ten hours a week. Mary Ellen

