

APPROVED MINUTES: Fairfield Board of Library Trustees Meeting
HELD: January 24, 2011
AT: Jennings Room
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

PRESENT: Trustees: Ms. Elizabeth Dillabough, Mr. Brian Kelahan, Ms. Mary Ellen McLean, Ms. Kristen Tierney.
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian-Branch Services, Ms. Dawn LaValle, Assistant Director- Administrative Services
Members of the Public: Mr. Donald Petersen

1. Call to order

Meeting called to order by Mr. Kelahan at 7:10pm

The meeting moved to the Children's Services Activity Room to watch the recently completed promotional video about the Fairfield Public Library. The meeting returned to the Jennings Room at 7:30pm.

2. Approval of minutes motion

Motion to approve minutes of the motions of the November 15, 2010 Board of Library Trustees meeting made by Ms. Kristen Tierney. Seconded by Ms. Elizabeth Dillabough. Motion approved unanimously. Motion to approve the minutes of the December 20, 2010 Board of Library Trustees meeting as amended made by Ms. Dillabough. Seconded by Ms. Tierney. Motion Approved unanimously.

3. Financial/Budget Report

Ms. Karen Ronald presented the financial statements to date from the MUNIS system and noted that the dollar figures reported under Communications has been noted and being discussed with the Finance Department and the IT Department. She also noted she has questioned the Finance Department again about the discrepancies in the line item for Library Materials. The Board noted their concern again and questioned where how and why MUNIS calculated the transfer/adjustment amount and the revised budget amount for library materials.

Ms. Dawn LaValle has completed the setup of the acquisitions module in the SIRSI catalogue database. This module will streamline materials ordering and record keeping.

Mr. Flatto told Ms. Ronald that March 16, 2011 has been set as the first Board of Finance budget meeting date with BOF budget meetings to run through the end of March. The Library budget meeting has not been scheduled yet.

The Board received the quarterly revolving funds report.

4. Library Policies/Bylaws/Board Structure

Mr. Kelahan reported he has not made any progress on finding an outside source for minute taking.

Ms. Dillabough reported that the By-Laws subcommittee—Ms. Tierney, Mr. McManus, and herself—met to review the bylaws of the Board of Library Trustees. She presented the questions and recommendations for review. Discussion was tabled until the next meeting.

5b Review of Long Range Plan: Meeting Needs of Branch Library

Eight architectural firms toured the Branch library. The deadline for architect submissions was Monday, January 24, 2011. Mr. Keith Goldberg of ARCADIS is scheduled to deliver the submissions to the library Tuesday, January 25 for review by the library staff. The Branch renovation subcommittee will meet at the Branch on February 1 at 7pm to review the submissions and again on February 9 at 6pm to interview the architects.

5c. Long Range Plan: Marketing/External Relations

The Friends of the Fairfield Public Library held their Fire & Ice Gala on January 8. The honorary chairs, Ms. Joanne Gleason and Mr. Christopher Sarandon, attended.

The Friends Board meeting had been rescheduled for Monday January 31 at 7pm.

6. Library Operations

Ms. Ronald submitted her monthly operations summary.

One Book One Town: event calendar has been completed. Selection of "Eating Animals" has received positive response. A computer station in each building has been set up to handle patrons' requests for tax forms. Training for Title Source, a new program for the librarians, has been underway. Title Source will help streamline library operations. The calendar of program and events for winter through spring has been completed.

Discussion ensued about purchasing library materials and purchase order guidelines. Ms. McLean made the motion: Recognizing that a conflict exists currently between the Fairfield Board of Library Trustees' approved purchasing policies and procedures and the Town Purchasing Department guidelines; and recognizing that the Board of Finance has requested that the Purchasing Department work with the Town Librarian to rewrite the guidelines to allow the Library to continue to purchase library materials and supplies in accordance with the Town Charter and the Connecticut State Statutes concerning the Board of Library Trustees' responsibility to set policies for library purchases, the Board of Library Trustees endorses and approves the Town Librarian continuing to use Board of Library Trustees approved policies until such time as new purchasing guidelines are established between the Library and Purchasing departments. Kristen Tierney seconded the motion. Motion approved unanimously.

7. New Business

Fairfield Police Chief Gary McNamara sent a memo for distribution on how to be safe in light of the Arizona massacre.

8. Motion to Adjourn

Motion to adjourn the meeting made by Ms. Tierney at 9:49pm. Seconded by Ms. Dillabough. Motion approved unanimously.

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

Date and Location of Next Meeting:

Monday, February 28, 2011, 7pm

Jennings Room, Fairfield Public Library, 1080 Old Post Road, Fairfield, CT 06824