

**DRAFT MINUTES:**           **Fairfield Board of Library Trustees Meeting**  
**HELD:**                       **February 28, 2011**  
**AT:**                           **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, Mr. Robert Frigo.  
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Dawn La Valle, Assistant Director - Administrative Services  
Members of the Public: Mr. Donald Peterson, Ms. Lori Kostopoulos

### **1. Call to Order**

Meeting called to order by Mr. Kelahan at 7:04 p.m.

Mr. Brian Kelahan introduced Lori Kostopoulos, hired by the Board to take the minutes of the board meetings.

### **2. Approval of Minutes Motions**

Motion to approve minutes of the January 24, 2011, Board of Trustees meeting made by Ms. Kristen Tierney. Seconded by Ms. Mary Ellen McLean. Change in Ms. La Valle's title from Deputy Town Librarian to Assistant Director - Administrative Services. Minutes approved with noted change, motion carried 4-0 with Mr. Frigo abstaining.

Motion to approve Minutes of February 3, 2011, Special Meeting of the Board of Trustees made by Ms. Mary Ellen McLean. Seconded by Mr. Robert Frigo. Motion approved 4-0, Ms. Kristen Tierney abstained.

Motion to approve minutes of the February 15, 2011, Special Meeting of Board of Library Trustees made by Ms. Elizabeth Dillabough. Seconded by Ms. Kristen Tierney. Motion approved unanimously.

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

Mr. Frigo presented a summary analysis of expenses incurred year to date. Discussion ensued. Board requested a clarification and reconciliation from Town's Finance Department of original budget to MUNIS. The Town Librarian and Board of Library Trustees will present the 2011-2012 budget to BOF on March 16, 2011.

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

Mr. Brian Kelahan noted again the new role of Ms. Lori Kostopoulos for minute taking.

Ms. Elizabeth Dillabough presented revisions made to the By-Laws. Discussion ensued. Ms. Dillabough will check with Eileen Kennelly, Assistant Town Attorney, on Charter language and requirements for entering executive sessions. Ms. Dillabough will finalize changes and submit them in advance of the next meeting so that a vote on the changes can be taken. Mr. Kelahan thanked Ms. Dillabough and Ms. Tierney for their efforts in revising the By-Laws.

### **5. Review of Long Range Plans**

b. Goal 2 – Meeting needs of Branch Library: Mr. Kelahan reported that he signed the contract for a feasibility study to be completed by the architectural firm, DRA, and sent it on so the collection of information can begin.

## **6. Library Operations Report**

Ms. Ronald provided information on the library operations for February, 2011. Community Outreach is being met with a great, positive response and they will continue to provide these activities. Breakfast for Chamber members was very successful. Many were surprised by what the library can offer businesses. The Rotary Room has a new sound system. The new program "Guys Night Out" initiated by the Library's IT Director, Jim Swift, has had a successful start: 33 people attended the last movie and local businesses are donating food and snacks. Library flyers are available at the train station so commuters are seeing them. The Library Ambassadors program is successful. The Library Ambassadors (volunteers) are sitting at the front desk selling books and directing patrons and answering questions. The Ambassadors may be trained on AV equipment so assistance can be provided for library programs.

One Book One Town programs start March 1, 2011. The keynote, a reading and discussion with Jonathan Foer, author of "Eating Animals" will be at Rodger Ludlowe Middle School on March 10, 2011 at 7:30pm. The OBOT writers contest winners will be announced at the reception on March 10, 2011.

Ms. La Valle reported on the ESL program. There has been consistent attendance and the program is growing. She is developing a partnership with Sacred Heart University's ESL program to work with au pairs. She is also developing a Mandarin and Arabic language class that will be adult education and will be ongoing.

The Friends are considering writing a grant to have a library lending box at the new train station.

Literary Luncheon with author Kelly Corrigan (The Middle Place) will take place at the Patterson Club on Thursday May 26, 2011.

Discussion ensued regarding library purchasing procedures. Ms. Ronald sent a memo to Mr. Flatto explaining the library's position regarding purchasing procedures. The Board agreed that there was a need to educate the public on the library's purchasing practices. Mr. Kelahan will contact the BOF to discuss this issue prior to the Library presenting its budget. The Board asked that the updated collections policy reflect the Library system's purchasing procedures.

## **7. New Business**

None.

## **8. Motion to Adjourn**

Motion to adjourn the meeting was made by Ms. Elizabeth Dillabough at 8:49 p.m. Seconded by Mr. Robert Frigo. Motion approved unanimously.

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

Date and Location of next meeting:  
Monday, March 21, 2011 7pm Jennings Room, Fairfield Public Library, 1080 Old Post Road,  
Fairfield, CT 06824