

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **March 21, 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, Ms. Nancy Coriaty, Deputy Town Librarian, Ms. Marilyn Rice, Technical Services Librarian, Ms. Susan Balla, Circulation Coordinator
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.

2. Approval of Minutes Motions

Motion to approve minutes of the February 28, 2011, Board of Trustees meeting made by Mr. Robert Frigo. 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. The Town Librarian and Board of Library Trustees presented the 2011-2012 budget to BOF on March 16, 2011.

4. Library Policies/By-Laws/Board Structure

Motion to approve changes in By-Laws made by Ms. Elizabeth Dillabough. Seconded by Ms. Mary Ellen McLean. Motion approved unanimously. Mr. Kelahan and Board members thanked Ms. Dillabough again for her efforts in revising the By-Laws.

Mr. Brian Kelahan raised the idea to the Board of joining the CT Association of Library Boards. This organization provides courses, advice and is a resource to library boards throughout the state. The cost to join is \$100. Mr. Robert Frigo made a motion that the Fairfield Board of Library Trustees join this association. Seconded by Ms. Mary Ellen McLean. Motion approved unanimously.

5. Review of Long Range Plans

Two departmental Managers gave reports to the Board. First, Ms. Marilyn Rice presented a report for the Technical Services Department. Ms. Rice highlighted the implementation of the Title Source 3 program which is a combined reviewing and ordering software package. Ms. Rice described the responsibilities of her department and shared information on her departmental goals and how those goals are communicated with the staff.

Ms. Susan Balla presented a report for the Circulation Department. Circulation has increased as well as number of new users. The Circulation Department is doing well with community outreach and has attended 8 town events. The department's goal is to discuss library services with patrons, especially services that may be unknown such as museum passes and database services. Ms. Balla

discussed the responsibilities of her department and shared information as to the department's goals and how the goals are communicated to the staff.

6. Library Operations Report

Ms. Ronald provided information on the library operations for March, 2011. Community Outreach is being met with a great, positive response

One Book One Town is a huge success. Mr. Jonathan Foer, author of "Eating Animals" event had 600 people in attendance. Many young parents and men interested in nutrition information for their children. Farm Sanctuary Day is set for March 26th with 110 people registered. Vegan lunch was purchased by 38 people. Approximately 12 people will meet with the children's author. The library adopted Lucas, the pig and collected about \$500 in donations from their potholder sale.

Author, Mira Bartok (The Memory Palace) will give a talk on April 14th at the main library. Author, Paula McLain (The Paris Wife) will give a talk on May 19th.

Literary Luncheon with author Kelly Corrigan (The Middle Place) will take place at the Patterson Club on Thursday May 26, 2011. This event is sold out (240 people). A silent auction will take place at this event. Ms. Elizabeth Dillabough will work on a donation from the Board for the silent auction.

7. New Business

Mr. Brian Kelahan invited Mary Carroll Mirylees, Director of Human Resources for the Town, to the next Board of Library Trustees meeting. Ms. Mirylees will update the Board on the status of union negotiations, rewriting job descriptions and employee issues.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Mr. Robert Frigo at 8:46 p.m. Seconded by Ms. Mary Ellen McLean. Motion approved unanimously.

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

Date and Location of next meeting:
Monday, April 25, 2011 7pm Jennings Room, Fairfield Public Library, 1080 Old Post Road,
Fairfield, CT 06824