

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **April 25, 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. Mary Carroll-Mirylees, HR Director, Town of Fairfield
Members of the Public: Mr. Donald Peterson, Ms. Lori Kostopoulos

1. Call to Order

Meeting called to order by Mr. Kelahan at 7:05 p.m.

2. Executive Session

Motion to move to Executive Session made by Ms. Kristen Tierney. Seconded by Ms. Mary Ellen McLean. Executive Session discussion complete at 8:20 p.m.

3. Approval of Minutes Motions

Motion to approve minutes of the March 21, 2011, Board of Trustees meeting made by Ms. Elizabeth Dillabough. Seconded by Ms. Mary Ellen McLean. Motion approved unanimously.

4. Financial/Budget Report

No update on the 2011-2012 budget as of yet. The Board of Trustees will prepare a response to the proposed guidelines for review at the May meeting.

5. Library Policies/By-Laws/Board Structure

Discussion ensued regarding the Draft Collections Policy. Mr. Frigo read it and reported that it was a very nice, comprehensive piece of work. Mr. Kelahan indicated that he liked the format of the policy and that it summarized and tied into the long range plan. More discussion will take place on the Draft Collections Policy at a future meeting.

5. Review of Long Range Plans

Goal 2 – Meeting needs of Branch Library: There will be a Sub-Committee meeting with Mr. Ken Best of the architectural firm, DRA on Wednesday, May 4, 2011 regarding the final report of the feasibility Study.

Ms. Dillabough coordinated items for the Board of Library Trustees contribution to the Friends of the Library Literary Luncheon on May 26, 2011. Items to be donated on behalf of the Trustees include: Swim Lessons with Penguin Swim School, Towel, Goggles, Swim Boards, Gift Card for Swim ‘n Surf, and suntan lotions.

Mr. Kelahan indicated that the Board of Trustees owes Ms. Karen Ronald a performance appraisal. Mr. Kelahan indicated that Ms. Ronald will prepare a report of her accomplishments and the items she’s working on in accordance with criteria listed in ALA. Mr. Kelahan will

forward those criteria to Ms. Ronald for her reference in preparing the appraisal. Board will review Ms. Ronald's appraisal report in a future Executive Session.

6. Library Operations Report

Ms. Ronald provided information on the library operations for April, 2011.

Teen Librarian and Deputy Town Librarian set up a table at opening day festivities for little league baseball. A library table was also set up at the Jennings School Book Fair. Work is being done to begin a story time at the Women in Crisis Center once a month.

A training class on OVERDRIVE, the new system being used to check out ebooks, eaudios and evideos was done. Work on gaining access to catalog records for items from other libraries as part of reciprocal arrangement is being done. Technology Librarian, Jim Swift, has been very supportive in helping with these projects.

7. New Business

Ms. Ronald presented the idea of the Board changing their policy on the use of meeting rooms in the library. Discussion ensued. Mr. Kelahan asked Ms. Ronald to draft a policy that would allow the library to be used by cultural groups for programs.

Work to begin soon on the roof leak at the Branch Library. Deemed emergency work by Mr. Rich White.

Mr. Frigo and Ms. Ronald will work on drafting an update to the Revolving Funds policy to be presented to the Board at a future meeting.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Kristen Tierney at 8:37 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, May 16, 2011
7:00 p.m. Jennings Room
Fairfield Public Library, 1080 Old Post Road, Fairfield, CT 06824