

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **May 16, 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, 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. Barbara Hawkins, Children's Services Librarian, Mr. James Swift, Systems Administrator

Members of the Public: Mr. Donald Peterson, Ms. Lori Kostopoulos

1. Call to Order

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

2. Approval of Minutes Motions

Motion to approve minutes of the April 25, 2011 meeting of the Board of Library Trustees made by Mr. Robert Frigo. Seconded by Ms. Kristen Tierney with change noted in item 5 Review of Long Range Plans, donations by Board of Library Trustees to include beach bag and water bottles. Motion with changes approved unanimously.

3. Financial/Budget Report

Mr. Frigo presented a Draft Policy for Revolving and Restricted Funds. The updated policy draft was discussed. A key change was that both the Town Librarian and the Library Board Treasurer have signing authority for checks. The Board recommended additional clarifications. Mr. Frigo will incorporate all of the changes and bring revised policy to the next board meeting for final review.

Mr. Frigo made a motion to change the proportion of revolving funds invested in JMS Money Market from 10% to 5% of total amount invested. Seconded by Ms. Elizabeth Dillabough. Motion unanimously approved.

No update on status of purchasing procedure. Mr. Kelahan will contact Mr. Flynn.

4. Library Policies/By-Laws/Board Structure

Discussion ensued regarding the Draft Collections Policy. Mr. Kelahan asked Ms. McLean to send her proposed changes to the Collections Policy to the board members for review and comment prior to the next meeting. All members of the board who wish to comment will do so prior to the next meeting. A vote on the Draft Collections Policy will take place at the June meeting.

5. Review of Long Range Plan

Two departmental managers gave a report to the board. Ms. Barbara Hawkins presented a report on the status of the Children's Library. Ms. Hawkins indicated that there has been an increase in

all areas of the children's library including circulation of materials, use of computers, attendance at programs and numbers of children participating in the summer reading program. Mr. Jim Swift, Systems Administrator, presented a report on his responsibilities in IT supporting all departments of the Fairfield Library System. He highlighted that he has taken on a new role in developing programs for the library with a focus on movies and health/lifestyle issues. He discussed the new program "Guys Night Out" and its increasing attendance. He also discussed the new Health Series to begin this week with Dr. Veronica Waks, N.D. who will be speaking once a month on various health topics.

6. Library Operations Report

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

Highlight is Overdrive went live on May 11, 2011 and there have been no complaints or concerns. Friends of the Fairfield Public Library is having their literary luncheon on May 26th which is sold out.

7. New Business

No update as of this time regarding change of policy on the use of meeting rooms in the library. In response to the part-time salary funding in the 2011-2012 Budget, Ms. Ronald recommended the library hours of operation on Saturdays at both buildings be restored to 9:00am to 5:00pm. Ms. Ronald also reviewed that the library would be again closed on Sundays in June, July and August, as has been the policy and practice. Ms. Tierney made the motion to change the hours of operation of the Main Library and Fairfield Woods Branch on Saturdays from the current 10:00 am to 4:00 pm to 9:00 a.m. to 5:00 pm beginning on Saturday, July 2, 2011. Ms. Dillabough seconded. Motion unanimously approved.

8. Executive Session

Motion to move to Executive Session made by Ms. McLean at 9:47 p.m. Seconded by Ms. Tierney. The Board came out of Executive Session at 10:52pm.

9. Motion to Adjourn

Motion to adjourn the meeting was made by Mr. Frigo at 10:52pm. Seconded by Ms. Dillabough. Motion approved unanimously.

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

Date and Location of next meeting:

Monday, June 20, 2011

7:00 p.m. Small Meeting Room

Fairfield Woods Branch Library, 1147 Fairfield Woods Road, Fairfield, CT 06825