

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **June 20, 2011**
AT: **Small Meeting Room**
 Fairfield Woods Branch
 1147 Fairfield Woods Road
 Fairfield, CT 06825

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. Nancy Coriaty, Deputy Town Librarian, Ms. Valerie Fredericks, Head, Reference Ms. Nicole Scherer, Teen Librarian
Members of the Public: Ms. Lori Kostopoulos, Mr. Donald Leslie, Town of Fairfield Director Information Technology,

1. Call to Order

Meeting called to order by Mr. Kelahan at 7:20 p.m.

2. Approval of Minutes Motions

Motion to approve minutes of the May 16, 2011 meeting of the Board of Library Trustees made by Mr. Robert Frigo. Seconded by Ms. Kristen Tierney with change noted in item 7 New Business to include libraries will be closed on Sundays in June, July and August. Motion with changes approved unanimously. Motion to approve minutes of the June 1, 2011 meeting of the Board of Library Trustees made by Ms. Kristen Tierney. Seconded by Ms. Mary Ellen McLean. Motion approved with Ms. Elizabeth Dillabough abstaining.

3. Financial/Budget Report

Mr. Frigo presented a summary analysis of expenses incurred year to date. Board discussed purchasing guidelines. Discussion ensued. Board will assist Ms. Ronald in scheduling a meeting with the purchasing department regarding Librarian's concerns with language in the proposed purchasing guidelines policy. Mr. Kelahan will call Mr. Tom Flynn to help facilitate a meeting prior to the upcoming Board of Finance meeting.

4. Library Policies/By-Laws/Board Structure

Ms. Mary Ellen McLean presented proposed changes to the Collections Policy. Ms. Ronald will address proposed changes with library staff. Board of Library Trustees will vote on this policy at the July meeting. Board reviewed Draft Policy of Revolving and Restricted Funds. Motion to approve was made by Ms. Kristen Tierney. Seconded by Ms. Mary Ellen McLean. Motion passed unanimously.

Motion for nominating new positions on the Board was made by Mr. Kelahan. Nominations: Mr. Robert Frigo, Chairman; Ms. Kristen Tierney, Treasurer; Ms. Mary Ellen McLean, Secretary. Seconded by Ms. Dillabough. Motion passed unanimously.

5. Review of Long Range Plan

Two departmental managers gave a report to the board. Ms. Valerie Fredericks, Director of Reference, reported that her department has done very well meeting the goals set.

Implementation of new technology (Acquisitions and Title Source) has eliminated some tasks performed by the Reference Staff. They have reviewed their programs and made some changes. She noted need for additional staff continues in order to better serve the community. The Beat the Heat program was very successful last year so they are repeating it again this year. A movie series for children is scheduled and the library will provide lemonade. Ms. Fredericks also discussed another successful program of the Royal Wedding Tea. This program reached out to the Senior Center and really connected the seniors with the Library.

Ms. Nicole Scherer, Teen Librarian discussed her department's goals. Teen department has streamlined their programs to make room for new initiatives. They are constantly pruning the teen collection and reorganizing the space which increases circulation of materials. Teen Room is scheduled to be upgraded thanks to a donation by local designer, Jennifer Butler.

Mr. Donald Leslie gave a report on Town's IT use of Branch Library. Approximately 72 town employees including Fire Dept., Police Dept and Library employees have been trained in new software. Training is being done in the Main Library computer lab. Discussion ensued.

6. Library Operations Report

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

7. New Business

No new business.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Kristen Tierney at 10:45 pm. 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, July 18, 2011
7:00 p.m. Small Meeting Room
Fairfield Woods Branch Library
1147 Fairfield Woods Road, Fairfield, CT 06825