

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **July 18, 2011**
AT: **Jennings Room**
 Fairfield Public Library
 1080 Old Post Road
 Fairfield, CT 06824

Present: Trustees: Ms. Elizabeth Dillabough, Ms. Mary Ellen McLean, Ms. Kristen Tierney, Mr. Robert Frigo, Mr. Robert Sussman, Dr. Manyul Im.

Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Dawn La Valle – Assistant Director
Administrative Services

Members of the Public: Ms. Lori Kostopoulos

1. Call to Order

Meeting called to order by Mr. Frigo at 7:02 p.m.

2. Approval of Minutes Motions

Motion to approve minutes of the June 20, 2011 meeting of the Board of Library Trustees made by Ms. Kristen Tierney with the following corrections:

Mr. Donald Leslie, Director, Information Technology included as an attendee under Members of the Public.

Item 2 Approval of Minutes Motions: With regard to the minutes for the June 1, 2011 meeting, the minutes are corrected to: “ Motion approved with Ms. Elizabeth Dillabough abstaining.”

Item 4: Library Policies/By-laws/Board Structure. With regard to the motion to approve the Draft Policy of Revolving and Restricted Funds, the minutes are corrected to “Motion to approve was made by Kristen Tierney. Seconded by Ms. Mary Ellen McLean. Motion approved unanimously”

With regard to the motion for the officers of the Board of Library Trustees, the minutes are corrected to: “Motion for nominating new officers of the Board of Library Trustees, Mr. Robert Frigo, Chairman; Ms. Kristen Tierney, Treasurer; Ms. Mary Ellen McLean, Secretary, made by Mr. Brian Kelahan. Seconded by Ms. Dillabough. Motion approved unanimously.”

Item 5; Review of Long Range Plan: First paragraph: Title correction for Ms. Valerie Fredericks to Head of Reference. Corrected the seventh sentence to begin with “ This movie series.....”

Second paragraph, second sentence, changed ‘their’ to ‘its.’ Third sentence corrected to begin with “ The librarians.” Third paragraph, first sentence corrected to “Mr. Donald Leslie reported on the IT department’s current use of space at the Branch and presented his ideas on potential future IT uses of space at the Branch.”

3. Library Policies/By-Laws/Board Structure

Discussion ensued regarding the Draft Collections Policy. Ms. Ronald voiced concerns regarding the removal of the term “weeding” from the policy because this is a professional term this policy is a guideline for public librarians. Discussion ensued regarding the Long Range Plan goals as part of the collections policy.. Mary Ellen McLean and Karen Ronald will work together to develop an Executive Summary explaining these issues and the policy would then follow this summary. They will present this document at the next Board Meeting.

Mr. Frigo prepared a Draft Revolving and Restricted Funds Explanation and presented it to the Board. The document names each Library Fund, provides the Source of Funds and an explanation of the Authorized Expenditures. Ms. Elizabeth Dillabough made a motion to approve the presented draft. Ms. Kristen Tierney seconded. Motion was unanimously approved.

4. Financial/Budget Report

Ms. Karen Ronald reported that the Town closes the financial year end reporting in August, so the final numbers for FYE June 30, 2011 will not be ready until then. There may be some adjustments made to the line item for library materials, and if there are any unspent funds, they will be rolled into the 2011-2012 budget, as has been the case in previous years. Mr. Bob Frigo gave the quarterly status report on the endowment funds; over the last 12 months the endowment funds have increased in value. Disbursements from the Memorial funds were made for the debt service for the bonding of the Main Library renovation, and for the Branch feasibility study.

Mr. Frigo presented a summary of the budget for fiscal year 2011/2012. Board discussed purchasing procedures. Karen Ronald will draft a purchasing procedures document for the Board to review.

Dawn La Valle has activated the Acquisition Module of the SIRSI Computer Catalog database which now provides real time accounting of the Library's materials acquisitions.

5. Review of Long Range Plan

The Feasibility Study on the Fairfield Woods Branch is under review by the Board of Library Trustees.

Friends of the Fairfield Public Library have been very successful in their fundraising efforts. They recently donated some PC's for the teen department. It was concluded that at least one Trustee should attend the Friends' board meetings. The library staff is hosting a Volunteer Luncheon on September 20, 2011 for the Friends and other library volunteers. Board of Library Trustees members are invited to attend.

6. Library Operations Report

Ms. Ronald provided information on the library operations for July, 2011. Circulated during the fiscal year ending June 30, 2011 has increased to 1,010,000. items. The Fairfield Woods Branch is the busiest branch library in the State and the Fairfield Library System is the third busiest in the state. Approximately 36,000 people were in attendance at library programs this past year.

The library has subscribed to a new database called Tutor.com which is a wonderful resource for elementary students through college and beyond. The only requirement to use this resource is a Fairfield Library Card. Books and other library materials will be rearranged within the library to make the library more user- friendly for the patrons. Ms. Ronald stated that other libraries have been experimenting with different displays and configurations for more popular items and it has lead to an increase in circulation. Library staff continues to be present at community events such as the summer concerts at the Sherman Green gazebo, raising awareness about all the library offers and signing new patrons for library cards.. There are plans to offer professional development on time management as well as reading advisory training for staff.

7. New Business

Hours of operation starting in July and moving forward will be 9 am to 5 pm on Saturdays. The library will resume its Sunday hours in mid September. Karen Ronald will provide the new trustees with a library tour.

Mr. Frigo brought up the idea of creating sub-committees within the Board. Sub-committee possibilities include: FW Branch Committee, Technology Committee, Community Advocacy Committee and Long Term Giving Committee. Board will discuss this idea at a future meeting.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Kristen Tierney at 8:58 p.m. Seconded by Ms. 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, August 15, 2011
Jennings Room, Main Library