

DRAFT MINUTES: Fairfield Board of Library Trustees Meeting
HELD: September 19, 2011
AT: Jennings Room
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

Present: Trustees: Mr. Robert Frigo, Ms. Kristen Tierney, Mr. Robert Sussman, Dr. Manyul Im, Ms. Elizabeth Dillabough
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian
Members of the Public: Ms. Lori Kostopoulos

1. Call to Order

Meeting called to order by Mr. Frigo at 7:06 p.m.

2. Approval of Minutes Motions

Motion to approve minutes of the August 15, 2011 meeting of the Board of Library Trustees with the following correction was made by Dr. Manyul Im and Ms. Elizabeth Dillabough. Seconded by Mr. Robert Sussman. Motion approved 4-0 Ms. Kristen Tierney abstained. Corrections: Section 5 c line 2 replace “as” with “at” to read ‘at this meeting.’

3. Financial/Budget Report

The MUNIS report was reviewed. Mr. Frigo inquired about the line item ‘work attendance bonus’. Ms. Ronald explained that it is awarded to a union member who has perfect attendance for six consecutive months. Discussion ensued with regard to Pequot Library and the bill for the catalog. Ms. Ronald asked that the vendor bill the Pequot Library directly in the future. Ms. Tierney gave an update as the budget stands ten weeks into the new fiscal year.

4. Status Update of 2011-2012 Budget

Discussion ensued regarding the Town of Fairfield Board of Finance Proposed Purchasing Guidelines. The guidelines will be voted on at the October 4, 2011 Board of Finance Meeting.

5. Review of Long Range Plan

b. Update on FW Branch – Discussion ensued regarding the sub-committee for the FW branch. The sub-committee members include Mr. Brian Kelahan, (former Board member), Ms. Elizabeth Dillabough, (Chair, Board Trustee) and Mr. Bob Sussman, (Board Trustee). Mr. Frigo indicated that this committee will develop a strategy and timeline for the branch renovation. The sub-committee will work with Ms. Ronald and Ms. Coriaty.

c. Friends’ of the Library – The members of the Board of Library Trustees will attend the Friends Board Meetings. Mr. Frigo is scheduled to attend the October 3, 2011 meeting and Ms. Dillabough will attend the November 14, 2011 meeting. A list of the remaining meetings will be distributed to the Board members.

6. Library Operations Report

Ms. Ronald provided information on the library operations for September, 2011. The following are highlights of this report. During the hurricane week, over 9,000 people visited the library,

5,000+ materials were borrowed and 125 new library cards were issued. The new fall program calendar has been published. Library managers participated in training led by Tom Quinn, VP Operations of Nuovo Pasta regarding effective management practices.

7. New Business

Ms. Elizabeth Dillabough presented information regarding bequests/endowments. She reported that Greenwich and Wilton both have information on this topic on their websites. Discussion ensued regarding working to develop similar information for the library system. Ms. Ronald reported that Fairfield resident Eileen Dwyer recently died and her obituary states that donations in her name should be made to the Fairfield Public Library. (The library delivered books to her as she was homebound in recent years.)

8. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Kristen Tierney at 8:30 p.m. Seconded by Ms. Elizabeth 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, October 17, 2011 at 7:00 p.m.
Fairfield Public Library - Jennings Room
1080 Old Post Road, Fairfield, CT 06824