

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **October 17, 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, Ms. Elizabeth Dillabough, Ms. Mary Ellen McLean
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 7:02 p.m.

2. Approval of Minutes Motions

Motion to approve minutes of the September 19, 2011 meeting of the Board of Library Trustees was made by Ms. Kristen Tierney and was seconded by Ms. Elizabeth Dillabough. Motion approved 4-0. Ms. Mary Ellen McLean abstained.

3. Financial/Budget Report

The MUNIS report and the Revolving Funds were reviewed. Discussion ensued. Ms. Ronald noted that the Pequot money was credited to the available budget. Discussion regarding the endowment funds was moved to next meeting.

4. Library Policies/By-Laws/Board Structure

Ms. Ronald provided a chart outlining the changes in the Purchasing Guidelines which were approved at the October 4, 2011 Board of Finance Meeting. Discussion ensued regarding the sole source purchasing document. The Board will create a template for this document to assist in the time factor of completing the form.

5. Review of Long Range Plan

b. Update on FW Branch – The sub-committee: Mr. Brian Kelahan, (former Board member), Ms. Elizabeth Dillabough, (Chair, Board Trustee) and Mr. Bob Sussman, (Board Trustee) and Ms. Nancy Coriaty, Deputy Town Librarian, met on October 14, 2011. Ms. Dillabough and Mr. Sussman reported highlights of that meeting to the full Board. Discussion ensued.

The Friends of the Library – The members of the Board of Library Trustees will attend The Friends' Board Meetings. Attendance is as follows: November 14 – Ms. Kristen Tierney; December 12 – Ms. Mary Ellen McLean; January 9 - Ms. Kristen Tierney; February 13 - Dr. Manyul Im; March 12 – Mr. Bob Sussman; April 9 – Ms. Elizabeth Dillabough. May – August attendance to be scheduled.

6. Library Operations Report

Ms. Ronald provided information on the library operations for October, 2011. The following are highlights of this report. The Fairfield Public Library Technology Plan has been adopted as

the best practices standard by the State Library. The full Board congratulated Ms. Ronald on this accomplishment. The FPL received a \$1000 grant for a Spring Program at The Woods Branch. The full Board congratulated Deputy Town Librarian Nancy Coriaty on this accomplishment. The One Book One Town title has been chosen and will be revealed in December. Maureen O'Connor, retired Queens Library COO met with Managers to discuss customer service. Many managers attended and Ms. Ronald indicated that it was a great professional development session for the staff. A copy of a Letter to the Editor was provided in which a Fairfield Woods Branch patron was praising Deputy Town Librarian Nancy Coriaty for her work on a parenting series.

7. New Business

Mr. Bob Sussman presented information regarding bequests/endowments. Discussion ensued about disseminating this information on the FPL website. Board members will review the information and discuss this further at a future Board meeting.

Ms. Mary Ellen McLean will be meeting with a representative from the Darien Library on October 18th to discuss and gather information on how the Darien Library runs its café. She will be meeting with the Westport and Greenwich libraries as well. She will report results of those meetings at the November Board meeting.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Mary Ellen McLean at 9:20 p.m. Seconded by Ms. Kristen Tierney. Motion approved unanimously.

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

Date and Location of next meeting:

Monday, November 21, 2011
7:00 p.m. - Jennings Room
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824