

DRAFT MINUTES: Fairfield Board of Library Trustees Meeting
HELD: November 21, 2011
AT: Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

Present: Trustees: Mr. Robert Frigo, Ms. Elizabeth Dillabough, Mr. Robert Sussman, Ms. Mary Ellen McLean, Ms. Kristen Tierney
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Dawn La Valle, Assistant Director - Administrative Services, Mr. James Swift, Systems Administrator
Members of the Public: 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 October 17, 2011, Board of Trustees meeting made by Ms. Elizabeth Dillabough and was seconded by Ms. Mary Ellen McLean. Motion approved unanimously.

3. Financial/Budget Report

Ms. Ronald provided an update of the 2011-2012 budget. Discussion ensued. Ms. Ronald presented the proposed library budget for the FY2013. Highlights include: the Fairfield Library is the second busiest library in the State of CT; in the last decade, there has been only one F/T staffing increase, and the demands for service are outstripping the staff's ability to maintain a level of service. This year's budget request includes the addition of one F/T employee specifically for library information technology. Mr. James Swift, Systems Administrator presented a comparison of the library information technology from 2002 versus 2011, demonstrating the exponential growth of IT in the library without additional resources to support service demands. Ms. Ronald also elaborated that increased use of the library requires an increase in the budget for equipment maintenance/repair, and; that the furniture in the branch has not been replaced in 20 years and is falling apart has necessitated increasing the budget for maintenance/repair of buildings and grounds. Ms. Ronald also presented that the increased demands of the patrons and use of the library collections warranted an increase in the library materials budget. The other increase proposed in the FY2013 budget is for the continuing education of the 13 professional librarians on staff. Ms. Ronald also noted that rental and storage budget will decrease by the elimination of multiple copiers within the library system. The budget request included additions to the current security camera system to address rising safety concerns and loss prevention. Also proposed was the implementation of a credit card system for payments in the library. Discussion ensued. Ms. Dillabough moved that the Board of Library Trustees approve the proposed library budget for the fiscal year 2013 as presented by the Town Librarian. Ms. Mary Ellen McLean seconded. Motion unanimously approved.

4. Review of Long Range Plans

Mr. Frigo provided some background on the Library Branch Renovation/Rebuilding/Expansion Project. Mr. Frigo also reported feedback from the meeting he and Karen Ronald had with Mr. Michael Tetreau on November 16, 2011. Discussion ensued. Ms. Dillabough made a motion to approve the

establishment of a building committee for the renovation and expansion, or rebuilding and expansion, of the Fairfield Woods Branch Library (Motion attached). Ms. Mary Ellen McLean seconded. Motion approved unanimously.

Ms. Kristen Tierney attended a recent meeting of the Friends of the Fairfield Public Library. Ms. Tierney suggested that The Friends notify the Board of Library Trustees of meetings and/or events where The Friends would like representation of a Board member, and The Friends agreed.

6. Library Operations Report

Ms. Ronald presented the new library logo which will go into effect in January. It will be used on flyers as well as on the library web page. The Board expressed pleasure with the product and appreciation for Ms. Ronald's initiative and work on this project.

The book for this year's One Book One Town will be announced on December 1, 2011 at 10:00 in the lobby of the Main Library. Many activities have already been planned for this event.

7. New Business

Sub-committee reports for Bequests/Endowments and Library Café were deferred to the December 19, 2011 meeting.

8. Motion to Adjourn

Motion to adjourn the meeting was made by Mr. Robert Sussman at 9:44 p.m. Seconded by Ms. Mary Ellen 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, December 19, 2011 – 7:00 p.m.
Jennings Room Fairfield Public Library
1080 Old Post Road, Fairfield, CT 06824

Motion for the Establishment of a Building Committee for the Renovation and Expansion, or Rebuilding and Expansion, of The Fairfield Woods Branch Library

Whereas the Fairfield Woods Branch Library of the Fairfield Public Library System (hereinafter referred to as “The Branch Library”) is the busiest branch library in the State of Connecticut demonstrating its vital importance to the people of Fairfield; and

Whereas the Board of Library Trustees committed through its approval of the Long Range Plan 2009-2013 to examining the needs of The Branch Library; and

Whereas the building and systems of The Branch Library impede the equitable provision of services across the Town Library System; and

Whereas The Branch Library requires infrastructure repairs in a number of its systems and structures; and

Whereas The Branch Library physical plant is non-compliant with ADA requirements making it impossible for some patrons to access all the services of the Branch Library; and

Whereas the state of the building infrastructure at The Branch Library is inadequate to properly maintain and protect the collection; and

Whereas the Board of Library Trustees has a fiduciary duty to protect the assets of the Town Library, including the building and the collections, and feels that the current structure jeopardizes the adequate stewardship of Town Library assets; and

Whereas the Board of Library Trustees has provided, at considerable expense, an independent feasibility study which has determined the cost of expansion, rehabilitation and renovation of the existing structure is comparable to the cost to expand and build a new structure.

Therefore, be it resolved that the Board of Library Trustees of the Town of Fairfield do hereby request of the Board of Selectmen of the Town of Fairfield that a Building Committee be established in accordance with town regulations for the purpose of renovating, repairing, refurbishing and expanding, or rebuilding and expanding, The Branch Library so that The Branch Library will be able to

- ensure a safe and welcoming facility that is compliant with all codes and accessible to all members of the public;
- guarantee the ongoing safety and protection of patrons, employees and materials;
- provide excellent and equitable library service across the Fairfield Public Library System;
- offer an effective and efficient facility with the ability to accommodate 21st century technologies including wireless capabilities;
- offer space capable of being used for multi-functional purposes, accommodating diverse community interests;
- grow and absorb increased demand for collections, programs and other space needs for the next 20 years;
- provide staff workspace to enhance productivity and efficiency in the delivery of library services;
- use sustainable design principles, materials and systems;
- become an interactive learning lab for residents to experiment and enhance their quality of life;
- reflect the reality of the facility as a component of a learning campus in association with neighboring schools, places of worship and area businesses.

Approved unanimously by the Fairfield Board of Library Trustees November 21, 2011