

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

Present: Trustees: Mr. Robert Frigo, Ms. Elizabeth Dillabough, Ms. Mary Ellen McLean, Mr. Robert Sussman, Dr. Manyul Im
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Dawn La Valle, Assistant Director - Administrative Services, Ms. Nancy Coriaty, Deputy Town Librarian
Town Treasurer Helen D'Avanzo
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 November 21, 2011, Board of Library Trustees meeting made by Ms. Mary Ellen McLean. Seconded by Mr. Robert Sussman. Minutes approved unanimously with Dr. Manyul Im abstaining.

3. Financial/Budget Report

Ms. Ronald spoke about the budget and reiterated the need for more funds for the library for 2012-2013. Increased funding is needed for the maintenance and repair as both buildings are heavily used by the community with 2,200 daily visitors. There is continual significant wear and tear on both buildings and furnishings. The Branch's furniture is 20 years old and showing its age and breaking down. An increase in funding is needed for library materials—in order for the library just to maintain its collections. Library materials on average have been increasing at the rate of 5% annually. The Library is now developing its digital collections of books and other resources as well. The Library is committed to serving the Town, its patrons and maintaining its role as a community educator, staying relevant with technology and information.

In order to maintain the level and quality of service and its pivotal role as an essential service for the Town an increase in funding for staffing is also needed. The Fairfield Public Library is the second busiest library in CT and has fewer professional staff than libraries performing at comparable levels and serving fewer residents. (e.g., Westport). Greenwich Library is the busiest Library in CT serving about the same population and has twice the staff as Fairfield. The Library operates two buildings and is therefore open 131 hours each week. The Town's operational audit recommended an additional 2 full time staff members when the comparison was made to other towns with comparable populations but not performing at the same level.

Crucial to the successful operation of the library is a second person specific to support the library's technology. Currently there is only one staff member, Systems Administrator Jim Swift, overseeing all of the library's technology, (including all of the servers, 170 PCs, 35+networked printers, copiers, fiber optic network, WiFi connectivity, RFID, Pharos Time and Print Management system, etc.) who works only 35 hours a week. An additional person is especially needed to cover more of the hours of operation, particularly on weekends. During the 131 hours a week the library is open providing public service all that time. Technology systems do crash and fail, and the library does not have a back-up for Mr. Swift. If the systems crash after hours or on weekends, the Library will not be able

to operate and provide its services to its patrons the Town. The Library has been fortunate that it has not happened but smart management dictates that the library increase its technology staff for starters at least by one.

First Selectman Tetreau is holding a Department Head meeting this week to discuss the budget. Ms. Ronald will have a one-on-one meeting with Mr. Tetreau about the library's budget after the holidays.

4. Review of Long Range Plan

Fairfield Woods Branch: Ms. Dillabough reported that Ms. Tierney has contacted Mr. Ken Best of DRA Associates about conducting another walk-through of the Fairfield Woods Branch and preparing a draft report and then meeting with the Board, as a follow-up to the feasibility study. Ms. Dillabough made a motion for the Board of Library Trustees to authorize an expenditure of endowment funds not to exceed \$3,000 for services Ken Best of DRA Associates. Mr. Manyul Im seconded. Motion was approved unanimously.

Nancy Coriaty reported that the roof at the branch still continues to leak in several places despite the patching. The library has suffered a significant loss in its collection of antique and out of print books from the water leaks. The basement is leaking and Ms. Coriaty checks it every day for the dye that DPW injected into the ground to trace the leaks. The parking lot has been resurfaced. There are some bricks on the walk that are crumbling and need repair and have become a safety hazard. Ms. Coriaty will contact DPW to have the walkway repaired.

The walk-thru of the Fairfield Woods Branch with First Selectman Tetreau, Selectman Cristin McCarthy-Vahey and Selectman Jim Walsh has been scheduled for January 5, 2012. Ms. Ronald and Ms. Coriaty will conduct the walk-thru. Mr. Frigo will attend and the trustees are invited to attend as well.

5. Library Operations Report

The One Book One Town reveal was a huge success with coverage in newspapers and television. The title for this year is "The Watch That Ends the Night: Voices from the Titanic" by Allan Wolf. The 100th anniversary of the Titanic will be in April 2012. The author, Allan Wolf, will be coming to Fairfield on March 26, 2012 at the Quick Center for the Arts at Fairfield University. The library staff is in the process of putting together other programs and companion books for children.

On behalf of the Friends of the Fairfield Public Library, Ms. Ronald and Ms. La Valle applied for and received a grant of \$50,070 from FINRA to produce a 16 month-long program called "Reinvent Your Financial Future at the Fairfield Public Library."

6. New Business

Mr. Sussman provided information on the Bequests/Endowments research he has conducted. He presented a draft of the "Ways of Giving Home Page" to the Board. This document will be submitted to the Town Attorney for review before being posted to the Fairfield Public Library Website.

Ms. McLean reported on her research into gathering information about having a café at the Library. She visited and spoke with libraries in Stamford, Westport and Darien. She will continue her research and gather information from municipal libraries that have a café and report those findings at a future meeting.

Ms. Mary Ellen McLean made a motion to approve the meeting dates for the 2012 Board of Library Trustees Meetings. Dr. Manyul Im seconded. Motion was unanimously approved. The meeting dates will be sent to the Town Clerk.

Ms. Ronald spoke about the need for professional development for the library staff on an ongoing basis. She expressed her desire to have the library close for two half-days (9am-1pm) in 2012 to allow for training for the staff as a group. This would be similar to the professional development days allotted to the teachers in the public schools. Ms. Ronald will present this to First Selectman Tetreau. The Board supported the proposal.

7. Motion to Adjourn

Motion to adjourn the meeting was made by Mr. Robert Frigo at 8:25 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, January 9, 2012
Jennings Room @ 7:00 p.m.
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824