

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **January 9, 2012**
AT: **Fairfield Public Library – FW Branch**
 1147 Fairfield Woods Road
 Fairfield, CT 06824

Present: Trustees: Mr. Robert Frigo, Ms. Elizabeth Dillabough, Ms. Mary Ellen McLean, Mr. Robert Sussman, Dr. Manyul Im, Ms. Kristen Tierney
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian
Ms. Merry Uk, Town & Library Webmaster and Reference Librarian
Members of the Public: Ms. Lori Kostopoulos; Mr. Ken Best, DRA Associates

1. Call to Order

Meeting called to order by Mr. Frigo at 7:03 p.m.

2. Approval of Minutes Motions

Motion to approve minutes of the December 19, 2011 meeting of the Board of Library Trustees with the following correction was made by Dr. Manyul Im. Seconded by Ms. Elizabeth Dillabough. Motion approved 5-0. Ms. Kristen Tierney abstained. Correction: Section 5, line 7: delete extra ‘r’ after the word ‘produce’.

3. Financial/Budget Report

Ms. Ronald spoke about the budget and reiterated the need for more funds for the library for 2012-2013. Ms. Ronald met with First Selectman Tetreau concerning next year’s budget currently set at a 4% over this current year. Ms. Ronald asked for a \$6,000 increase in the Maintenance & Repair of Buildings & Grounds, \$2,000 increase in Materials for Repair and Maintenance, and \$27,401 increase in Library Materials.

4. Review of Long Range Plan

Fairfield Woods Branch: Ms. Dillabough reported about the walk-thru of the Fairfield Woods Branch on January 5, 2012 with First Selectman Tetreau, Selectman Cristin McCarthy-Vahey and Selectman Jim Walsh. Ms. Coriaty conducted the walk-thru and Mr. Frigo, Ms. Tierney, Ms. Dillabough and Mr. Sussman were in attendance. Mr. Ed McCourt from DPW and Mr. Ken Best from DRA Associates attended as well as members of the media and the public. The purpose of the walk-thru was to highlight the issues and concerns with the Fairfield Woods building discovered from the feasibility study conducted by DRA Associates. Discussion ensued.

Mr. Ken Best of DRA Associates presented the ADA Compliance Study for the Fairfield Woods Branch. Discussion ensued.

5. Library Operations Report

The new Library calendar brochure was released to the public and was received very positively. There are many new programs and events. The new Library logo is being introduced through flyers.

6. New Business

Ms. Merry Uk, Town & Library Webmaster and Reference Librarian, presented the issues and concerns facing the Fairfield Public Library website. The website, launched in 1995, has had only two modifications in 17 years- a redesign in 1998/99 and a front page redesign in 2008/09. Typically, to stay current and maintain optimal functionality, institutions invest and redesign

websites every five years. The library website has seen exponential growth in the last ten years: website hits increased 3300% —from 63,592 in 2000/01 to 2,174,631 in 2010/11, and usage is on track to increase a total of 23% in FY 2011-2012. Ms. Uk explained that the website is not compliant with current web standards and uses dated code that is being phased out by Internet Explorer or Mozilla Firefox. While the front page design is clean and navigation on the home page is straightforward and functional, the further into the website a search is done, the more difficult it becomes to navigate. Access to library materials, databases, and other resources in the digital library is hindered by the website structure itself. As many calls to the reference desk and in person questions have demonstrated, patrons have difficulty searching, finding, and accessing what they want on the website. The coding/structure of the website needs to be completely redone to stay maximize functionality of the website and to allow easy and ADA compliant access to the website. Ms. Ronald added that the library has invested considerably in digital resources and will continue to do so, in keeping pace with current trends. The website is the gateway for many patrons into the library and is functioning as the third branch—the digital branch—in the library system. Ms. Ronald reiterated the need for the website to be updated to optimize ease of use and service to the community, as well as to make the most of the resources the library is dedicating to its digital collections. Mr. Frigo asked that a project plan/timeline and budget be presented at the next meeting. Discussion ensued.

7. Motion to Adjourn

Motion to adjourn the meeting was made by Dr. Manyul Im at 9:23 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, February 13, 2012
Jennings Room @ 7:00 p.m.
Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824