

DRAFT MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **February 13, 2012**
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, Town Treasurer Helen D'Avanzo
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 7:00 p.m.

2. Approval of Minutes Motions

Motion to approve the January 9, 2012 Fairfield Board of Library Trustees meeting minutes with the following changes made by Mr. Robert Sussman. Seconded by Dr. Manyul Im. Changes:
Item 3, second sentence: Insert the word 'increase' after 4%. Item 4, first sentence: Change to "Fairfield Woods Branch: Ms. Dillabough reported on the January 5, 2012 Special Meeting of the Board of Selectman which included a walk-through of the Fairfield Woods Branch Library with First Selectman Tetreau, Selectman Cristin McCarthy-Vahey and Selectman Jim Walsh." Item 6, fourth sentence: Insert "by nearly" after the word 'increased.'" Item 6, eighth sentence: Change to: "As many reference desk calls and in person questions have demonstrated, patrons have difficulty searching, finding, and accessing what they want on the website." Item 6, ninth sentence: Remove the word 'stay". Motion approved unanimously.

3. Financial/Budget Report

Ms. Ronald presented a summary analysis of expenses incurred year to date. All accounts are on track. According to this MUNIS report the line item 54370 Materials for Maintenance /Repair is over budget. There are still open purchase orders that will be closed closer to the end of the year. If in fact this line does exceed the budgeted amount, the overage is part of a larger roll-up group that will accommodate this overage. Ms. Ronald met with First Selectman Tetreau to discuss the proposed 2012-2013 budget. At the First Selectman's request, Ms. Ronald has limited the increase over last year's budget to 3.2%. The budget does include the request for the new IT support position. Ms. Ronald also reported that the nationwide search is underway for a new Children's Librarian. Discussion ensued. The Town Librarian and Board of Library Trustees will present the 2012-2013 budget to BOF on March 12, 2012.

Mr. Frigo reported that the last quarter of 2011 increased the valuation of the endowment funds. Mr. Frigo also reported on the status of the Revolving Funds.

4. Review of Long Range Plans

Sub-committee update on Fairfield Woods Branch Project: Ms. Dillabough reported that there was a presentation to First Selectman Tetreau as a follow-up to the January 5, 2012 Special Meeting of the Board of Selectmen, providing more detail on the history of the branch and issues concerning the building status. The presentation was made by Ms. Tierney, Board Treasurer, with Ms. Dillabough, Mr. Sussman, Mr. Frigo and Ms. Ronald in attendance. Ms. Dillabough and Mr. Sussman reported that the information was well received by Mr. Tetreau. Mr. Frigo noted that Ms. Tierney created a superb PowerPoint presentation. During the meeting, the Board members and Ms. Ronald learned about next steps in the process to request the formation of a building committee. The next steps include presentations to the

Board of Selectmen, the Board of Finance, and the RTM. Scheduling of the Board presentations for April or May is being done by Ms. Ronald.

Friends of the Fairfield Public Library Report: The Friends gala, *Mystery in the Stacks*, is scheduled for March 10, 2012 at the Main Branch featuring best-selling author Mary Jane Clark.

Website: Ms. Ronald reported on the pros and cons of the proposals received for the website redesign project. Discussion ensued. Dr. Manyul Im made a motion to approve the website design proposal by Infinite Web Designs, not to exceed \$19,000, and subject to contract. Ms. Mary Ellen McLean seconded. Motion approved unanimously.

5. Library Operations Report

Ms. Ronald reported the library will be partnering with the Fairfield public schools on more year-round reading programs. Library staff will be meeting with the elementary school staff to develop various programs, including the "Let's Read" six-week read aloud program for the kindergartener and first graders at Riverfield Elementary School.

The Librarians on Loan will facilitate discussions of the One Book One Town Book "The Watch That Ends the Night" for elementary and high school teachers.

The Library staff will be working with teachers on summer reading programs for "Summer Adventure," including a story time program called Wiggles, Giggles and Lots of Fun for the younger students, and a pirate-themed program for the older students.

6. New Business

Ms. Mary Ellen McLean noted that a friend was willing to loan his original *New York Times* headline newspaper regarding the Titanic to the OBOT program. Ms. Ronald suggested that the gentleman bring his historic piece to an event during the OBOT program in order to ensure its safety.

Mr. Sussman reported that Lamar Advertising will provide billboard space in Fairfield for the library. There will be no rental fee, but there will be an \$850 fee for the billboard vinyl, which is reusable. Discussion ensued. Ms. Ronald will use the revolving funds budget to pay for the vinyl. *Fairfield Magazine* is providing advertising space for the Library at no charge.

Mr. Sussman requested that the Endowments and Bequests information he compiled be posted on the library's website.

7. Motion to Adjourn

Motion to adjourn the meeting was made by Ms. Mary Ellen McLean at 8:25 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, March 19, 2012

Jennings Room, Fairfield Public Library, 1080 Old Post Road, Fairfield, CT 06824