

DRAFT MINUTES: Fairfield Board of Library Trustees Meeting
HELD: May 21, 2012
AT: Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

Present: Trustees: Ms. Elizabeth Dillabough, Ms. Mary Ellen McLean, Ms. Kristen Tierney, Mr. Robert Sussman, Dr. Manyul Im, Mr. Robert Frigo,
Town Treasurer Ms. Helen D'Avanzo *ex officio*
Selectman Cristin McCarthy-Vahey
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Dawn LaValle, Assistant Town Librarian- Administrative Services

1. Call to Order

Mr. Frigo called the meeting to order at 7:02pm.

2. Approval of Minutes

Motion to approve the April 4, 2012 Fairfield Board of Library Trustees special meeting minutes was made by Ms. Tierney. Seconded by Ms. Dillabough. Motion approved unanimously. Motion to approve the April 9, 2012 Fairfield Board of Library Trustees meeting minutes with corrections made by Ms. Dillabough. Seconded by Ms. Tierney. Motion approved with Ms. McLean and Mr. Sussman abstaining. The corrections are as follows: Section 3. Financial/Budget Report, the fifth line now reads: "Ms. Ronald is required to get approval from the First Selectman on conferences that require an overnight stay out of state." The seventh line in the same section reads: "The Town Librarian and the Fairfield Board of Library Trustees filed appeals to the RTM for reinstatement of \$27,501 to Library Materials budget line item #56180."

3. Financial/Budget Report

Ms. Ronald reported that the library was on track for its spending for the end of the year. The MUNIS report of 5/18/12 showed an available budget of \$61,435 in Library materials, but Ms. Ronald explained a greater proportion of this line budget has already been encumbered, and this is a function of delayed reporting within the MUNIS system.

Ms. Ronald reported she has not been advised as to whether any cuts would have to be made to the 2012-2013 library budget following the RTM cut to the Town's contingency fund.

Mr. Frigo reported that he spoke with Mr. Tetreau and that Mr. Tetreau believed that the economic and financial conditions would continue to be tight for the next several years making the budgeting process difficult. Mr. Frigo also reported that Mr. Tetreau was looking at ways throughout the town to increase productivity and reallocate resources.

Ms. Tierney raised the concerns the Board of Finance had during the budget hearing with the investment in the RFID system. Ms. Ronald and Ms. LaValle both described the functionality of the RFID system. The RFID system was installed only in the Main library after the renovation in 2005 and was not included in the original design plans. The RFID system is used for checking out materials as well as cataloguing, inventory control, and loss prevention. The initial

investment of approximately \$200,000 was for scanners, security gates, software, and the tags for the library materials only at the Main library. The funding was not given to include the technology and software for the Fairfield Woods Branch Library. The RFID technology has been upgraded substantially over the last seven years and the Fairfield library has not made the investments in that technology. Discussion ensued. Ms. Ronald suggested the Library make a presentation to the Board of Finance about the library's technology plan. Ms. Tierney suggested a memo to the BOF be drafted about the RFID to answer the questions raised during the budget hearings. Ms. Ronald will get the memo drafted for the Board to review.

Mr. Frigo reported that the Memorial endowment funds are doing well and that the balance in the account is almost \$1million ahead of the obligations of the debt service. He reported that the interest from the endowment funds pays towards the debt service on the Main Library building project. Mr. Frigo reported that \$9,500 was used from the endowment funds to make a payment towards the reconstruction of the Library's website.

4. Long Range Plan

Goal 2; Fairfield Woods Building Project: Mr. Frigo reported that Mr. Flynn said that the Board of Finance only gets involved with a town project after a building committee has been set and there is a request for money. Mr. Frigo also reported that Mr. Tetreau suggested the Board of Library Trustees identify the priorities to protect the asset and address the immediate issues within an expenditure range of \$1 - \$2 million. Discussion ensued. The feasibility study done by Ken Best of DRA addressed the issues within the building, the problems have already been identified. The Board will send a memo to Mr. Tetreau in response to his request which will be reviewed at the next meeting.

Goal 3: Marketing/External Relations

Friends of FPL report. On behalf of the Board, Mr. Sussman and Ms. Tierney put together the basket for the auction at the May 2 literary lunch. The Friends hosted a capacity crowd and the event was successful. Ms. Ronald made a presentation at an orientation meeting of the Friends. Committee structures are in place and the Friends are eager to do more work for the Library. The Friends are planning a miniature golf fundraiser at the Branch in the autumn. The Friends annual meeting will be held at the Fairfield Museum.

Goal 6: Technology

Website: Ms. Ronald reported the progress in the redevelopment and reconstruction of the Library website is on track.

5. Operations Report

Mr. Ronald reported the Library administration is in the process of reviewing every department, all programs and functions to determine the best use of resources in the Library system and to streamline operations and improve efficiencies. The FINRA program started April 25 and has been well received. The Library and MFA in Creative Writing Program of Fairfield University will host author Joan Didion on June 7 in the Oak Room at Fairfield University. Mary Sorhus, Head, Children's Services has introduced some new programs to encourage children to ask questions of the library staff. This summer the Library will host a 5-week program for children and teens with activities to encourage reading during the summer. This year the Library will not

be buying all of the books on the summer reading lists for the Fairfield Public Schools but rather will stock some of the core books. Ms. Ronald recently learned of a grant available to libraries for interactive learning labs for teaching math, engineering, and computer sciences, and is considering applying for it in 2013. The grant requires cooperative relationships with scholars in the fields. Ms. Ronald has begun discussions with Dr. Im about the potential involvement by Fairfield University.

6. New Business

Nominating Subcommittee: Ms. McLean and Dr. Im reported that they have had initial conversations with potential candidates and would have a recommendation by the June board meeting.

Patron Query: A letter from Ms. Eleanor Burke raised concern about the free publications left in the vestibule of the Main lobby. Discussion ensued. Mr. Frigo made the motion to remove all unsolicited, free publications from the vestibules of the Main and Fairfield Woods Branch libraries. Dr, Im seconded. Motion passed 5 to 1. Ms. McLean opposed.

7. Executive Session

At 9:13pm Mr. Frigo moved to go into executive session to discuss a personnel matter. Ms. Tierney seconded. Motion approved unanimously.
Executive session ended at 9:40pm.

8. Adjournment

Dr. Im moved to adjourn at 9:41pm. R. Sussman seconded. Motion approved unanimously.

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

Date and Location of Next Meeting:
Monday, June 18, 2012
Jennings Room, Fairfield Public Library
1080 Old Post Road, Fairfield CT 06824