

MINUTES: **Fairfield Board of Library Trustees Meeting**
HELD: **June 18, 2012**
AT: **Fairfield Public Library**
 1080 Old Post Road
 Fairfield, CT 06824

Present: Trustees: Mr. Robert Frigo, Ms. Kristen Tierney, Ms. Elizabeth Dillabough, Dr. Manyul Im, via Skype and phone, Mr. Robert Sussman, Ms. Mary Ellen McLean
Town Treasurer *ex officio*: Ms. Helen D'Avanzo
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian
First Selectman: Mr. Michael Tetreau
Members of the Public: Ms. Lori Kostopoulos, Ms. Genevieve Riley, Reporter, *Fairfield Citizen News*

1. Call to Order

Meeting called to order by Mr. Frigo at 7:00 p.m.

Mr. Frigo made a motion to take the agenda items out of order to accommodate Mr. Tetreau.
Seconded by Ms. McLean.

2. Mr. Tetreau

Budget

Mr. Tetreau discussed the budget process and stated that the economic and financial conditions are very tight and therefore \$850,000 had to be cut from the budget and the Library received a \$108,000 cut. Mr. Tetreau encouraged the Board members to view the video sent out to all employees and residents regarding the budget.

Branch Project

Mr. Tetreau commended the Board on their efforts regarding the Feasibility Study and their presentation regarding the branch project. He asked that the Board send the Feasibility Study outlining the items needing attention to his office so the Town Facilities department can look at it along with Ms. Karen Ronald and/or Ms. Nancy Coriaty.

Town Charter

Discussion ensued regarding the Town Charter and the Board's involvement with the performance appraisals of the Director and the other library employees. Mr. Tetreau requested that the Board send any questions regarding this issue to his office via e-mail and he will respond accordingly.

Mr. Tetreau presented Mr. Robert Frigo with a certificate for his service on the Board of Library Trustees. His position as Chairman of the Board will end on June 30, 2012. Mr. Tetreau and the Board members thanked Mr. Frigo for his dedication to the Library. The Board presented Mr. Frigo with a gift.

3. Approval of Minutes Motions

Motion to approve the May 21, 2012 Fairfield Board of Library Trustees meeting minutes with the following changes. Mr. Frigo proposed change in wording in section 6 – second paragraph to

read as follows: A letter from Ms. Eleanor Burke raised concern about a specific free publication left in the vestibules of the libraries. Another change proposed by Ms. Kristen Tierney and seconded by Mr. Robert Sussman to change wording in section 3 fourth paragraph to read as follows: “The RFID technology has been upgraded substantially over the last seven years ‘but’ the Fairfield Library has not been able to make the investments in the upgraded technology.”

3. Financial/Budget Report

Ms. Ronald provided an update on the budget. She indicated that the budget is on target. The numbers will be close. MUNIS does not report in real time, it’s approximately one month behind.

Ms. Ronald suggested that the Board do a press release to the public regarding the budget and the consequences of that budget (i.e. shortened hours at the library).

Ms. Ronald indicated that the Library is collecting feedback from the patrons on programs, such as the FINRA programs as well as general feedback. Ms. Ronald and Ms. Coriaty are working to develop customer service skills with the entire library staff.

4. Review of Long Range Plans

Mr. Tetreau indicated that the roof at the Branch will be addressed. Ms. Tierney and Ms. Dillabough will put together information from the Feasibility Study for Mr. Tetreau.

5. Library Operations Report

Children’s Services begins the summer reading program – It’s the Olympics! Torches are decorating the hallway up the children’s section at the Main Branch as well as decorating the Branch. There is a new mural in the back room of the Branch Library that was donated by a neighborhood organization and the artists were from the Branch neighborhood as well.

6. New Business

Program Selection Process: Mr. Frigo reviewed this process with the Board. Ms. Ronald and Ms. Coriaty use many factors to determine the programs offered by the Library. Ms. Ronald reviewed some of the Library guidelines as to the program selection process. The Board confirmed that Ms. Ronald and Ms. Coriaty have done an excellent job in selecting programs to be offered at the Library.

Nominating Subcommittee: Dr. Manyul Im and Ms. Mary Ellen McLean presented the resume of Mr. Joseph Rooney to the board for consideration. Mr. Rooney has a strong financial background that would fit with the Library Board. Mr. Frigo made a motion to approve Mr. Rooney for the Board. Ms. Tierney seconded. Motion was unanimously approved. Ms. McLean will communicate the appointment to Mr. Rooney.

Town Charter: Mr. Frigo encouraged the Board to look at the state statutes. Ms. Ronald provided the Board Members with a copy of the Association of Connecticut Library Boards Trustee Manual prepared in 2011.

Dr. Manyul Im reviewed the slate of candidates for the Board of Library Trustees:

Nominations include: Mr. Sussman for Treasurer; Ms. Dillabough for Secretary and for Chair: Ms. Mary Ellen McLean and Ms. Kristen Tierney. Ms. Tierney and Ms. McLean were given the opportunity to share with the Board their qualifications for taking on the role of Chair. Mr. Frigo made a motion to do a secret ballot. Ms. Sussman seconded. The vote resulted in a majority vote for Ms. Kristen Tierney to be the new Chairman of the Board of Library Trustees beginning on July 1, 2012.

Meetings for July and August will be held at the Branch Library. Location for the fall meetings will be discussed as the Main Branch will be closed on Monday evenings due to budget cuts.

7. Adjournment

Motion to adjourn was made by Mr. Robert Frigo at 9:20 p.m. Seconded by Ms. 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, July 16, 2012
Small Meeting Room
Fairfield Woods Branch Library