

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **July 16, 2012**
AT: **Fairfield Public Library, Fairfield Woods Branch**
 1147 Fairfield Woods Road
 Fairfield, CT 06825

Present: Trustees: Ms. Kristen Tierney, Ms. Elizabeth Dillabough, Dr. Manyul Im, Mr. Robert Sussman, Ms. Mary Ellen McLean, Mr. Joseph Rooney
Town Treasurer *ex officio*: Ms. 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 Ms. Tierney at 7:00 p.m. A warm welcome was extended to new member Mr. Joseph Rooney.

2. Approval of Minutes

Mr. Robert Sussman made a motion to approve the June 18, 2012 Fairfield Public Library Board of Library Trustees meeting minutes with the following changes: in the list of members present at the meeting, it should read "Dr. Manyul Im, via Skype and phone" and under Members of the Public, it should read "Ms. Genevieve Riley, Reporter, *Fairfield Citizen News*. Ms. Elizabeth Dillabough seconded. Mr. Joseph Rooney abstained. Motion approved unanimously.

Motion to approve the Special Meeting minutes of June 27, 2012 was made by Dr. Manyul Im and was seconded by Mr. Robert Sussman. Dr. Im, Mr. Sussman, and Ms. Tierney voted in favor. Ms. Dillabough, Ms. McLean and Mr. Rooney abstained. Discussion ensued. Ms. D'Avanzo supported a vote in favor of the motion. A second vote was taken. Dr. Im, Mr. Sussman, Ms. Tierney, and Ms. Dillabough voted in favor of the motion. Ms. McLean and Mr. Rooney abstained. Motion approved unanimously.

3. Financial/Budget Report

Mr. Sussman provided an update on the budget. Revolving funds and Endowment funds are holding. He spoke with the president of the Kiwanis Club to discuss release of the restricted funds in the amount of \$2887.94.

Ms. Ronald provided an update on the budget. Year to date, the budget is approximately 98% spent. Outstanding purchase orders will be closed this month. July 2012 budget figures printed in MUNIS were not available at the meeting. A better picture of the budget will be available in August. This year, the library suffered a \$108,000 budget cut which resulted in a reduction in hours the library will be open and a \$60,000 cut (which includes inflationary costs) in library materials. The effect is a reduction in spending on library materials to \$629,900.

4. Review of Long Range Plans

a. Fairfield Woods Branch Project

Ms. Tierney provided an update on the Fairfield Woods Branch project. She met with Mr. Tetreau on July 13, 2012. Ms. Tierney provided Mr. Tetreau with the Fairfield Woods Branch

Library Feasibility Study on disc. Mr. Tetreau assured Ms. Tierney that he continues to be concerned about outstanding issues relating to the Branch Library, including the need for roof replacement. Mr Tetreau advised that the Facilities Commission is searching for and will seek the appointment of two additional members. Mr. Tetreau suggested the Fairfield Public Library Board of Library Trustees work with the Facilities Commission to determine how best to proceed to address the needs of the Branch Library.

Ms. Coriaty informed the Board that there is water in the basement at the Branch due to the heavy rains on Sunday, July 15th. She took pictures of the basement and will send them to Town Hall.

b. Friends of Fairfield Public Library Report

The Friends of the Library now meet on Thursday evenings. The Friends approved items on the wish list for the Library including Soundwaves and One Book One Town. The Branch will be hosting a Mini Golf Fundraiser on October 13 and 14th, 2012. There is expected to be a raffle and a cooking contest from town restaurants on Saturday evening and Sunday will be the mini golf. The Friends are looking for area businesses to sponsor each hole. The Board members will coordinate attendance at this fundraiser.

c. Responding to the Community

Ms. Tierney asked if the new hours have begun to affect patrons. There have been some line-ups on Saturdays. Tutors, parents with young children and Seniors are now all vying to use our limited space due to new hours. Ms. Ronald has received feedback from the community about the reduced library hours and its impact. She is keeping track of this feedback as she receives it. It is believed that the full impact will be felt after the summer.

5. Library Operations Report

The Summer Olympics kick-off for the children's summer reading program was a great success. Both parents and children enjoyed the event. World Champion Soccer player Kristine Lilly will be at the library on August 10th to hand out reading medals Part 1 of the FINRA grant will be finished this month and Part 2 will begin in September. The attendees are very appreciative of the information they are receiving. The library is part of the Higher Education Consortium and Ms. Ronald will be giving a tour to a group of Chinese students this and next week. She expects a group from Ireland will be touring soon.

Ms. Ronald provided some preliminary statistics for the library: there were 112 million materials circulated this year which means the library was the busiest library with the most check outs and check ins of materials; 43,000 people attended programs which is a 16% increase over last year; 100,000 reference questions were answered which is a 20% increase and the library was down one reference position.

6. Chairman's Report

Ms. Tierney discussed having the Board members write articles about the library to be published on the Patch and the local paper. Articles would have a "Did you know...?" format. She discussed this idea with Mr. Tetreau and he liked the idea. He suggested that major library items should be posted to the Town Facebook page in addition to these items appearing on the Library

website. Discussion ensued regarding conducting a survey in the fall to determine what the taxpayers expectations are regarding the Library. Ms. Tierney stated that a change needs to be made to the By-Laws regarding electronic attendance at meetings. Ms. Tierney will work on this with Ms. Dillabough.

7. New Business

Ms. McLean will coordinate a gift for Mr. Brian Kelahan for his service on the Board and as a two-term Chairman of the Board.

Dr. Im made a motion to cancel the August meeting. Ms. Dillabough seconded. Motion approved unanimously.

Ms. McLean made a motion to hold the next Board meeting on Monday, September 24, 2012 at 7:00 at the Fairfield Woods Branch. Dr. Im seconded. Motion approved unanimously. The September 24th meeting is considered a Special Meeting by the Town Clerk.

8. Adjournment

Motion to adjourn was made by Dr. Manyul Im at 8:00 p.m. Seconded by Ms. Dillabough. Motion approved unanimously.

Respectfully submitted,
Lori Kostopoulos
For Elizabeth Dillabough, Secretary
Fairfield Board of Library Trustees

Date and Location of next meeting:
Monday, September 24, 2012 @7:00 p.m.
Small Meeting Room
Fairfield Woods Branch Library