

**MINUTES:**           **Fairfield Public Library Board of Library Trustees Meeting**  
**HELD:**               **September 24, 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 7:02 p.m.

### **2. Approval of Minutes**

Dr. Manyul Im made a motion to approve the July 16, 2012 Fairfield Public Library Board of Library Trustees meeting minutes with the following changes: in the second paragraph of Financial/Budget Report, the last line should read: "The effect is a reduction in spending on library materials to \$629,900." Ms. Elizabeth Dillabough seconded. Motion approved unanimously.

### **3. Chairman's Report**

Ms. Tierney would like to begin a blog on the new library website to provide information and news about the great programs and news about the library. Every board member is invited to contribute to the blog. Ms. McLean is going to get a photo framed of Brian Kelahan which will be presented to him as a gift for his service to the Board. The Board reviewed the upcoming meeting dates and agreed that the Board would meet on the previously scheduled Fall 2012 dates, but at the Branch library, instead of the Main, due to the Main Library closing early on Monday evenings. The meeting dates at the Branch are: Monday, October 15<sup>th</sup>, Monday, November 19<sup>th</sup> and Monday, December 17<sup>th</sup>. The calendar will be revisited in January. Ms. Ronald will inform Ms. Betsy Browne of the change in location for those meeting dates.

### **4. Library Operations Report**

The FINRA grant program continues to be successful. The attendees are very appreciative of the information they are receiving. The Teen Librarian has developed a survey for the teens and will be going out into the community to talk with the teens about their use of the library and what type of programs would be of interest to them. Children Services had a fantastic Summer Reading program. Several pictures were included in the local newspapers and the finale provided the children an opportunity to meet Soccer gold medalist, Kristine Lilly. Ms. Dillabough related that patrons have approached her and praised the Summer Reading program and the work of Mary Sorhus, Children's Librarian. Currently, the Library has several staffing vacancies including three professional librarians. The Library is currently searching for an Assistant Director and Administrative Assistant.

## **5. Financial/Budget Report**

Mr. Sussman and Mr. Rooney provided an update on the budget. Mr. Rooney received a big thank you for his work in reconciling the Revolving funds and Endowment funds. Mr. Sussman reported that he spoke with the president of the Kiwanis Club and they are going to vote at their next meeting to release the restricted funds in the amount of \$2887.94 to the Library. Ms. Ronald will use book plates to acknowledge the purchases that resulted from these funds. Ms. Ronald provided an update on the budget..

## **6. Review of Long Range Plans**

### **a. Update on the Branch**

Ms. Tierney indicated that the Board will continue to answer questions and be available as the branch project continues to move forward. The Board will keep track of the patrons feedback on the hours being cut back. Ms. Tierney is planning to attend the Town Facilities meeting which will take place at the branch in October.

### **b. Friends of Fairfield Public Library Report**

The Friends of the Library had their annual meeting tonight, September 24<sup>th</sup>. Ms. Nancy Coriaty attended and read a beautiful letter of recognition for outgoing President Khorshed Randeira's service on the Friends Board from the Board of Library Trustees, written by Ms. Elizabeth Dillabough. The incoming President of the Friends Board is Donna Orazio. There are a few vacancies on that Board. The October 2012 mini golf event has been changed to March 3<sup>rd</sup> and 4<sup>th</sup>, 2013.

### **e. Technology**

Ms. Ronald gave an update on the new Library website. The design is done and she is very pleased with it. It now needs to be tested on a host server before it goes public. The company that is providing the host server is not being very responsive. She suggested that a new provider be considered in the future. Thus, they are somewhat behind schedule in releasing the new website.

## **7. Adjournment**

Motion to adjourn was made by Ms. Elizabeth Dillabough at 7:50 p.m. Seconded by Mr. Robert Sussman. Motion approved unanimously.

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

Date and Location of next meeting:  
Monday, October 15, 2012 @7:00 p.m.  
Small Meeting Room  
Fairfield Woods Branch Library