

**MINUTES:** Fairfield Public Library Board of Library Trustees Meeting  
**HELD:** October 15, 2012  
**AT:** Fairfield Public Library, Fairfield Woods Branch  
1147 Fairfield Woods Road  
Fairfield, CT 06825

**Present:** Trustees: Ms. Kristen Tierney, Ms. Elizabeth Dillabough, 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; Ms. Anne Tack  
**Absent: Trustees:** Mr. Robert Sussman, Dr. Manyul Im

### **1. Call to Order**

Meeting called to order by Ms. Tierney at 7:02 p.m.

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

Ms. Kristen Tierney made a motion to approve the September 24, 2012 Fairfield Public Library Board of Library Trustees meeting minutes. Ms. Elizabeth Dillabough seconded. Motion approved unanimously.

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

Ms. Tierney introduced the idea of the Board of Library Trustees hiring a grant writer on retainer. The idea developed as a way to address the decrease in the library budget. If the library pursued some of the grants available to municipal libraries, it would be able to offer special programs to the community such as a Learning Lab. A Learning Lab would provide a service to the teens in town to develop their STEM skills (science, technology, engineering, math). It would be a great way to partner with the schools. The idea of a Spark Mobile which is a mobile unit that could drive around town and provide programs to students is one way of providing such a lab.

Ms. Ronald introduced Anne Tack of Tack Writers. Ms. Tack is a resident of Fairfield and has been in the grant writing business in excess of 25 years. She is a member of the Association of Fundraising Professionals. She has many diverse clients throughout CT, NYC and the United States. She has been successful in obtaining grants of moderate and large amounts, including some that exceed a million dollars.

The Board will review her website ([www.tackwriters.com](http://www.tackwriters.com)) and Mr. Rooney will check some references and report back at the next Board of Library Trustees meeting. Ms Ronald will research fees of other grant writers to provide a cost comparison and the Board will revisit this idea next month. A draft Retainer Agreement will be reviewed with proposed changes for the next meeting.

Discussion ensued with regard to the Library offering the service of a café. Ms. Tierney presented some information on research she has done. Westport has a successful café which is contracted out to another entity. Ms. Tierney asked that the Board members look at some

libraries that offer a café especially municipal ones – possibly New Haven and Hartford. (The Westport Library is a private association library.) She will send links of some of these to the Board members for their review prior to the next meeting.

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

Ms. Ronald provided the Library Operations Report. The Library provided many programs and all have been well received. There are some parking issues at the Main Library due to the fact that because of the hours being cut, multiple programs are being offered on the same nights. The Star Wars Reads program was a tremendous success. The Town Facilities Commission will visit the Branch Library on October 22, 2012. Ms. Coriaty and the Children's Head Librarian Ms. Sorhus are working with Osborn School on creating a Bookmobile because their school library is closed. The bookmobile will be visiting the school twice a month – once for the K-3 students and the second time for the 4<sup>th</sup> and 5<sup>th</sup> grade students. Ms. Ronald and Ms. Coriaty are planning training for the library managers to be held in November or December. Training will focus on review of the procedures manual.

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

Mr. Rooney provided an update on the budget. There was little change in the Revolving Funds. The Endowment funds were up approximately 6% in line with the market and an additional 2% in dividends. Mr. Rooney asked for on-line access of these accounts to view it prior to the statements being released. Ms. Tierney and Ms. Ronald will look into getting him a password and rights to view these accounts. Ms. Ronald provided an update on the budget. The cuts the library was asked to make in its budget are not reflected on the MUNIS report. The Library is keeping track of these funds.

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

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

Ms. Tierney attended the Town Facilities Commission meeting on October 10, 2012. She answered some questions the commission had regarding the Branch. Ms. Tierney will be accompanying the Town Facilities Commission on their walkthrough of the Branch on October 22, 2012. She will attend their next meeting to answer any questions they may have regarding the branch after having toured it.

#### **7. New Business**

Ms. Tierney spoke on the topic of Board Communication. The Board will be adding language from the ACLB into the Board of Library Trustee Bylaws as to the definition of a Board member and the expectations of communication between members to keep the library service level. The ACLB is offering a workshop on October 25, 2012 in Hartford which will include topics such as the Friends of the Library and the Board of Library Trustees and how they work together. The ACLB will also make a presentation to the Board upon its request.

#### **8. Adjournment**

Motion to adjourn was made by Ms. Kristen Tierney at 8:45 p.m. Seconded by Ms. Elizabeth Dillabough. Motion approved unanimously.

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

Date and Location of next meeting:  
Monday, November 19, 2012 @7:00 p.m.  
Small Meeting Room; Fairfield Woods Branch Library