

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **November 19, 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. Robert Sussman, Dr. Manyul Im
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
Absent Trustees: Mr. Joseph Rooney

1. Call to Order

Meeting called to order by Ms. Tierney at 7:00 p.m.

2. Approval of Minutes

Ms. Elizabeth Dillabough made a motion to approve the October 15, 2012 Fairfield Public Library Board of Library Trustees meeting minutes. Mr. Robert Sussman seconded. Motion approved unanimously.

3. Chairman's Report

Ms. Tierney thanked Ms. Karen Ronald and Ms. Nancy Coriaty for their hard work and dedication to the Library after Superstorm Sandy. The Library opened on November 1, 2012 and had 400 patrons per hour through the Library on November 1st, and 200 visitors per hour for the several days after the storm. The Library was a warm place and a charging station, providing an Internet connection for stranded workers and students. It was also a community hub to reconnect with neighbors. The patrons were so grateful for the support of the Library. Many left notes in a suggestion box making requests to restore the Library hours which were cut in the budget last year. The Friends of the Library provided coffee and donuts as well. The response echoed the personal relationship the Library has with the community.

The following are some patron comments from the Library suggestion box.

- "... I have always thought of libraries as miraculous gifts, but this event just heightened my appreciation."
- "... It is a moral outrage to deny the citizens of Fairfield, one of the most prosperous towns in one of our nation's most affluent counties, access to our library system."
- "... To severely limit library access, penalizes our community including those whose weekly work schedules prevent full library use."
- "I have lived in three towns in Connecticut these past 40 years: Fairfield, Guilford and Westport. Without a doubt the quality of library resource and community outreach in the Fairfield Library System is far superior [to] that provided in the other two towns mentioned. From what I have read, it is rated one of the best library systems anywhere! ... Let us keep that well earned respect and reinstate regular hours now"
- "You became the calm port in a very trying storm. I hope the powers to be give you a budget increase due to your care of the populace in this emergency"

- "... Please consider keeping the library open for more hours in the evening and on Sundays at both branches especially during this difficult time."

Ms. Tierney attended the recent Town Facilities Commission meetings. The members were very concerned by the condition of the Fairfield Woods Branch Library building, including the roof and the continual regular leaks, and want steps taken to address the various issues at the Branch. The Library will be hosting an Open House for Town Boards in January at the Main Library and then will invite attendees to make a visit to the Fairfield Woods Branch Library that same day, facilitated by Library staff. Ms. Tierney will be writing an article for the newspapers on behalf of the Board of Library Trustees to thank the staff for their response during the recent storm.

4. Old Business

There was a discussion regarding Anne Tack, Grant Writer. Ms. Tierney read a note from Mr. Rooney regarding this topic. Mr. Rooney checked the references of Anne Tack and found them to be very positive. Ms. Ronald completed a cost comparison regarding fees. New York State pays \$125/hour; State of CT pays \$85/hour and Ms. Tack charges \$75/hour. Ms. Ronald reported that Anne Tack has responded very positively to the ideas suggested by herself and Ms. Coriary with respect to possible grants. Ms. Ronald mentioned a grant due December 8, 2012 regarding teens which has a focus to train them to be critical thinkers of information and to meet with journalists. Discussion ensued.

Dr. Manyul Im made a motion to extend a four month retainer contract to Ms. Anne Tack beginning on December 1, 2012 running through March 31, 2012, with the use of the Board of Library Trustees Endowment Funds, at a rate of \$75 per hour not to exceed \$8,000. Mr. Robert Sussman seconded. Motion unanimously approved.

Dr. Manyul Im made a second motion that the Board of Library Trustees interview at least two additional Grant Writers within the next four months beginning on December 1, 2012. Ms. Mary Ellen McLean seconded. Motion unanimously approved.

Ms. Tierney presented draft language to be added to the By-Laws regarding Board members attending a meeting through an electronic device. Discussion ensued. Ms. Elizabeth Dillabough made a motion that the proposed language be included into the By-Laws. Dr. Manyul Im seconded. Motion unanimously approved.

Ms. Tierney put the idea of pursuing a café in the Main Library on hold until after budget season. She will speak to the Friends of the Library about pursuing this idea at a later time.

5. Library Operations Report

Ms. Ronald provided the Library Operations Report. To date the job series program has reported approximately 40 people have gotten jobs after attending the workshops and programs at the library. The Library delivered two SUV's full of canned food, frozen turkeys and warm clothes to the Bridgeport Rescue Mission on November 9, 2012. The Mission was extremely appreciative of the donation. The Teen Librarian is working on conducting informal focus groups of various teen organizations in town to find out how to better provide library services to this demographic.

There are two leaks in the roof at the Branch Library. The Town Facilities Commission has visited the Branch and is writing a report of their findings. Ms. Tierney was available at their meeting to answer their questions about the Branch Library and the issues associated with this building. Ms. Tierney will be attending their meeting next month.

6. Financial/Budget Report

Mr. Sussman provided an update on the budget. The budget is holding steady. Mr. Sussman reported that the Kiwanis Club has released the \$2,900 to the Library, so they are no longer restricted funds. Ms. Ronald will add a book plate to any new books acquired with these funds. 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 keeps track of these funds. Ms. Ronald also provided the Board with a draft of the Budget for FY 2014. The Goals of this budget proposal include restoration of the hours at the Main Library as well as the Branch; restoration of monies for library materials to continue to build the digital library and add to the physical collections; provide relevant resources for the residents; to remain a vital service and information center and to partner with the other departments in town to contribute to the overall quality of life in Town.

7. New Business

Mr. Sussman asked if the Library had a wish list. This topic will be addressed at a future meeting.

Ms. Tierney spoke on the topic of the Nomination Committee. She would like to set this up early and look into the requirements of the ACLB regarding the operation of a small board. Dr. Manyul Im and Ms. Elizabeth Dillabough will look into the ACLB's recommendations for the Board to review by the February 2013 meeting.

8. Adjournment

Motion to adjourn was made by Ms. Elizabeth Dillabough at 8:32 p.m. Seconded by Dr. Manyul Im. Motion approved unanimously.

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

Date and Location of next meeting:
Monday, December 17, 2012 @7:00 p.m.
Small Meeting Room; Fairfield Woods Branch Library