

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **December 17, 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 (arrived 7:15 pm), 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 7:07 p.m.

2. Approval of Minutes

Ms. Elizabeth Dillabough made a motion to approve the November 19, 2012 Fairfield Public Library Board of Library Trustees meeting minutes. Ms. Mary Ellen McLean seconded. Mr. Joseph Rooney abstained. Motion approved.

3. Chairman's Report

Ms. Tierney shared an article that appeared in the *Fairfield Citizen* regarding the budget cuts that caused the Library to cut its hours. The article was very positive with regard to the Library and indicated that restoring the Library hours would be beneficial to the town. In addition, a Ludlowe High School student is concerned about the hours being cut and interviewed Ms. Tierney. Pre-Budget Information packets are being sent to all the voting Town Boards this week.

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, the basement and water damage in the lower level community space as well as the continual regular leaks, and want steps taken to address the various issues at the Branch. The Commission is creating a list of concerns to prioritize. A report is being produced which will be given to Mr. Tetreau. The new chair of the Commission is Mr. Howard Rosenbaum.

The Library will be hosting an Open House for Town Boards on January 12, 2013 at the Main Library and then will invite attendees to make a visit to the Fairfield Woods Branch Library at a future date as Woods is closed that day, facilitated by Library staff

4. Old Business

Ms. Anne Tack has completed the grant which was due on December 8th. Dr. Manyul Im made a motion to change the retainer contract, approved at the Fairfield Public Library Board of Library Trustees' meeting on November 19, 2012, to begin on November 25, 2012 and extend four months running through March 25, 2013, with the use of the Board of Library Trustees Endowment Funds, at a rate of \$75 per hour not to exceed \$8,000. Ms. Mary Ellen McLean seconded. Motion unanimously approved.

The draft language to be added to the By-Laws regarding Board members attending a meeting through an electronic device was reviewed. Ms. Elizabeth Dillabough made a motion that the proposed language be included into the By-Laws. Mr. Robert Sussman seconded. Motion unanimously approved.

5. Library Operations Report

Ms. Ronald provided the Library Operations Report. Ms. Ronald described the Managers' Training provided by Sinclair Associates. Ms. Mary Ellen McLean made a motion for the Board to release \$4,000 of the appropriate revolving funds to fund this Managers' Training. Dr. Manyul Im seconded. Motion unanimously approved.

Ms. Ronald indicated that the Library accrued approximately \$4,000 in payroll costs due to the extended hours the library was open in response to Hurricane Sandy. Ms. Ronald suggested that the Library close on some Sundays to make up for these costs with the first date being Sunday, December 30, 2012. The dates will be chosen based upon typically low activity times in the Library. Ms. Mary Ellen McLean made a motion to close the Library on December 30, 2012 to partially compensate for the Library's extended hours in the aftermath of Hurricane Sandy. Dr. Manyul Im seconded. Motion unanimously approved.

Ms. Dorothy Timmerman, LMFT and a Fairfield resident, has offered to provide counseling to families in response to the incident that occurred at Sandy Hook Elementary School in Newtown, CT. on December 14, 2012. Dates have not been determined at this point. There is police presence at the Fairfield town libraries in response to the incident that occurred at Sandy Hook.

6. Financial/Budget Report

Ms. Ronald provided an update on the budget. The budget is holding steady. There will be a viable Administrative Team in place. The Reference Librarian position and the Children's Librarian position are still vacant.

7. Review of Long Range Plan

Ms. Coriaty reported that a painter was at the Branch Library today to paint the area in the Mezzanine where there is a leak. The Friends of the Library will be holding a Mini Golf event at the Branch Library on Sunday, March 3, 2013. The website should be up and running by February 1, 2013. The Library staff will be trained on how to add information to the website. Both Ms. Ronald and Ms. Coriaty are very happy with the look and user friendliness of the new website.

8. New Business

Ms. Tierney asked that the Draft language for the Code of Ethics be reviewed prior to the next meeting. Discussion regarding this language and any changes will occur at the January, 2013 meeting. Dates for the 2013 Board of Library Trustees Meeting have been set. Ms. Tierney will complete the paperwork and send it to the Town.

8. Adjournment

Motion to adjourn was made by Mr. Robert Sussman at 8:46 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, January 28, 2013 @7:00 p.m.
Small Meeting Room; Fairfield Woods Branch Library