

FINAL MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **January 28, 2013**
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, Mr. Joseph Rooney
Town Treasurer *ex officio*: Ms. Helen D’Avanzo
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian, Ms. Jan Fisher, Assistant Director of Administrative Services
Members of the Public: none

1. Call to Order

Meeting called to order by Ms. Tierney at 7:04 p.m.

2. Approval of Minutes

Dr. Manyul Im made a motion to approve the December 17, 2012 Fairfield Public Library Board of Library Trustees meeting minutes. Mr. Joseph Rooney seconded. Motion unanimously approved.

3. Chairman’s Report

Ms. Tierney gave her Chairman’s Report. She reported that she had been regularly attending the Town Facilities Commission meetings, however the meeting day has changed to the third Monday of each month – the same time as this Board’s meetings. She is trying to obtain a report and input from the Commission with respect to the outstanding issues at the Fairfield Woods Branch Library, including the roof and the continual regular leaks. Mr. Tetreau has charged the Commission with providing a synopsis of this Board’s Feasibility Study and with outlining important issues flowing from that Study.

Ms. Tierney, Ms. Ronald, and Ms. Coriaty attended the recent Board of Selectman meeting during which that Board approved \$200,000 to replace the roof at the Fairfield Woods Branch Library. It is not clear when the project will be started, but presumably it will not begin until after the end of March.

The Library hosted an Open House for Town Boards on January 12, 2013 at the Main Library. What was to be a one-hour tour lasted for about 3.5 hours. Ten RTM members attended. Ms. Tierney declared that it was a success and well-received. Ms. McLean stated that the library staff did a phenomenal job – presenting information well and demonstrating passion for their jobs. Ms. Tierney proposes a second Open House for February 9, 2013 (to be confirmed) and shared that Ms. Coriaty suggested this become an annual event to keep the Town Boards informed about the Library. All Board members agreed.

4. Old Business

Ms. Tierney proposed the discussion relating to Board Code of Ethics be tabled until the next regular Board meeting scheduled for Feb. 25, 2013. No opposition.

Mr. Rooney reported on investment funds. He stated that the Vanguard Endowment Funds continue to perform in line with the Standard & Poor 500 Index.

Motion: Mr. Rooney makes the motion to move the revolving funds from Janney Montgomery to Vanguard to be invested in similar instruments. Dr. Im seconded the motion. Motion unanimously approved.

Ms. Tierney had charged Dr. Manyul Im and Ms. Dillabough with researching differences between how large and small boards may conduct themselves under *Robert's Rules of Order*. Both Dr. Im and Ms. Dillabough gave reports. A report of their findings will be shared with future Board members for reference. These findings are consistent with what Ms. Tierney had learned through prior conversations with the ACLB, primarily that rules of order at meetings may be relaxed for boards of less than 12 members, unless lack of order causes disruption at which point a return to more formal rules may occur.

There was a discussion about the Online Planned Giving to the Library. Mr. Sussman suggested that the website include the heading Create Your Legacy instead of Planned Giving for online donations. Ms. D'Avanzo will research the applicable state statute or town charter with respect to this issue. This issue will be discussed further at the Feb. 25, 2013 meeting.

5. Library Operations Report

Ms. Ronald provided the Library Operations Report. Ms. Ronald reported that the Fairfield Public Library was selected as an alternate, and may receive funding this year if additional funding is found, from the News Know How Grant written with Anne Tack, grant writer. Ms. Ronald reported that the FINRA grant ends this month. The Library received the Muslim Journeys Bookshelf grant which provides for a collection of 25 books to increase public awareness on the Muslim culture. The Library plans to offer programming on the Muslim culture in the Fall of 2013. The Library is collaborating with Fairfield University on various programs.

Ms. Ronald reported that the BOB (Books on Bus) program ended in December, 2012. 520 students were served at the Osborn Hill School by this program. The Library is interested in pursuing continued use of the BOB program, perhaps at the beach during the summer, if the school system permits Library use of the bus.

Ms. Ronald reported that the Teen Librarian is working with Ilena Scerbo, Coordinator of the Gifted Program at the Fairfield Public Schools, to develop a Comp. Literature Club as an afterschool program.

The One Book One Town selection was announced: "Wonder." She is receiving wonderful feedback from the people who are reading the book. Ms. Ronald recommends registering early for OBOT programs as they are expected to fill quickly.

Ms. Ronald introduced Jan Fisher, Assistant Director of Administrative Services, and complimented the administrative team with whom she is working. The Reference Librarian position is still vacant.

Ms. Ronald commented on the Managers' Training provided by Sinclair Associates, stating that they provided guiding principles of how practices should be carried out. Ms. Ronald said the goal for the Library is for best practices and improving communications among the staff and among the buildings.

6. Financial/Budget Report

Ms. Ronald provided an update on the budget. The Budget FY 2014 budget narrative as provided to the First Selectman was presented to the Board. The Budget Summary portion of the narrative provided the Library's requested funds and revenue that would be generated for the town. Discussion ensued.

7. Review of Long Range Plan

Ms. Tierney reiterated that the Open House on January 12th was a success. 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 in February, 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

Mr. Brian Kelahan will be attending the Feb. 25, 2013 meeting. Mr. Robert Frigo will be invited to attend, as well.

8. Adjournment

Motion to adjourn was made by Ms. Elizabeth Dillabough at approximately 8:17 p.m. Seconded by Mr. Joseph Rooney. Motion approved unanimously.

Respectfully submitted,
Elizabeth Dillabough, Secretary
Fairfield Board of Library Trustees

Date and Location of next meeting:
Monday, February 25, 2013 @7:00 p.m.
Small Meeting Room; Fairfield Woods Branch Library