

**FINAL MINUTES:**                   **Fairfield Public Library Board of Library Trustees Meeting**  
**HELD:**                                   **February 25, 2013**  
**AT:**                                       **Fairfield Public Library, Fairfield Woods Branch**  
  **1147 Fairfield Woods Road**  
  **Fairfield, CT 06825**

**Present:** Trustees: 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. Nancy Coriaty, Deputy Town Librarian; Ms. Jan Fisher, Assistant Director of Administrative Services  
Members of the Public: Ms. Lori Kostopoulos; Mr. Brian Kelahan; Mr. Robert Frigo

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

Meeting called to order by Ms. Dillabough at 7:07 p.m.

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

Mr. Joseph Rooney made a motion to amend the minutes to read as follows: Item 4 Old Business: "Mr. Rooney reported on investment funds. He stated that the Vanguard Endowment Funds continue to perform in line with the Standard and Poor 500 Index." Dr. Manyul Im made a motion to approve the January 28, 2013 minutes of the Fairfield Public Library Board of Library Trustees as amended. Mr. Robert Sussman seconded. Motion approved unanimously.

### **3. Special Guest**

Ms. MacLean presented a gift to Mr. Brian Kelahan for his previous service as Former Board Chairman. The Board presented Mr. Kelahan with a photograph from a Library event. Mr. Robert Frigo was also in attendance. All Library Board members thanked Mr. Kelahan for his previous years of service.

### **4. Chairman's Report**

Ms. Dillabough presented the Chairman's report in the absence of Ms. Tierney. The Library Open House in January was very successful. An RTM member approached Ms. Tierney about doing another open house to be scheduled in March. A Board of Finance meeting is set for March 21, 2013. Discussion ensued regarding how the Board of Library Trustees can provide information to the public regarding the budget and the possible cuts to the Library budget. Ms. MaryEllen McLean will attend the Friends of the Library meeting on March 7, 2013 to discuss ideas on how to inform the public of the possible budget cuts.

### **5. Old Business**

Ms. Helen D'Avanzo conducted research on online planned donations to the library. She reported that the Library is permitted to accept donations directly without going through the town first. The requirements for the Library to set up its own 501(c)(3) account was discussed and determined to not be a feasible option at this time. Ms. Dillabough thanked Mrs. D'Avanzo for her effort.

Ms. Nancy Coriaty provided an update on the grants. Ms. Tack applied for the Seed to Seed Library Garden Grant, however, the Library did not receive it. Ms. Tack is currently working on a grant for a bike lending program which is due in approximately 6 weeks.

#### **6. Library Operations Report**

Ms. Coriaty reported that the Branch roof is leaking in many new places after the recent blizzard. The water pump for the heating system is being rebuilt as the cost to replace it is approximately \$5,000. The Webmaster is working on the final pieces of the website. The plan is to reveal the new website by March 15, 2013. The staff had a refresher course in CPR and use of the AED at both the Main Library and the Branch.

#### **7. Financial/Budget Report**

Mr. Rooney provided an update. He reported that the revolving funds have been spending more than they are taking in. Mr. Rooney has the applications for setting up the Vanguard account. He will contact the Town Clerk for a copy of the current Town Charter with the Town Seal on it.

#### **8. Review of Long Range Plan**

Ms. Dillabough provided an update on the Branch Project. The Town Facilities Commission's January Meeting was cancelled due to the snow. The project of renovating the Branch Library has been put on hold. The only renovation at the branch for right now will be the replacement of the roof. Ms. Coriaty reported that the One Book One Town author event is scheduled for March 14<sup>th</sup> at the Quick Center at Fairfield University. The event is sold out (720 people) and there are approximately 350 people on a waiting list for tickets. Ms. D'Avanzo reported that the miniature golf event sponsored by The Friends is scheduled for Sunday, March 3, 2013. This fundraiser is anticipated to be very successful.

#### **9. New Business**

The Board members were encouraged by Ms. Tierney to show support for the Library at the BOF meeting on March 21, 2013. The Board should begin to think of candidates for the next Board vacancy.

#### **8. Adjournment**

Motion to adjourn was made by Dr. Manyul Im at 8:17 p.m. Seconded by Ms. MaryEllen McLean. Motion approved unanimously.

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

Date and Location of next meeting:  
Monday, March 18, 2013 @7:00 p.m.  
Small Meeting Room; Fairfield Woods Branch Library