

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **March 18, 2013**
AT: **Fairfield Public Library, Fairfield Woods Branch**
 1147 Fairfield Woods Road
 Fairfield, CT 06825

Present: Trustees: Ms. Kristen Tierney, Ms. Elizabeth Dillabough (6:37 arrival), 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: Ms. Lori Kostopoulos

1. Call to Order

Meeting called to order by Ms. Tierney at 6:31 p.m.

2. Approval of Minutes

Dr. Manyul Im made a motion to approve the minutes of the February 25, 2013 Board of Library Trustees Meeting. Mr. Joseph Rooney seconded. Four members were in favor of approving the minutes. Ms. Dillabough was absent for the vote. Ms. Tierney abstained.

3. Chairman's Report

Ms. Tierney reported on the RTM walkthrough of the Woods Branch which took place on March 9, 2013. It went very well and many questions were asked regarding the structure of the Woods Branch, including the roof. Also, the RTM members noticed how busy the Branch is with patrons.

Ms. Tierney reported on the committee meetings she recently attended: the Town Facilities Commission meeting on March 11; the RTM committee meetings on March 12 and 13. At the meetings, Ms. Tierney stressed that the roof at the Branch needs to be replaced in order to protect the asset. At the RTM committee meetings, Mr. Joe Michelangelo presented the Branch issues very well and stated it would be a 16 -22 week project to get the roof done. Ms. D'Avanzo asked if there were a copy of the TFC report on the Branch to distribute to the Board. Ms. McLean asked if a copy of the proposed roof repair plan by DPW Director Michelangelo was available for distribution to the Board.

A BOF combined budget meeting is scheduled for Thursday, March 21, 2013. Ms. Tierney is hopeful that there will be people in attendance who support the library. She has received approximately 300-400 e-mails and notes in the suggestion box from patrons asking that the library hours be restored. The Friends of the Library conducted a survey and 100% of the participants asked that the Library hours be restored. There is a meeting on Saturday, March 23, 2013 of the Board of Finance where they will entertain questions of the public regarding the budget.

Discussion ensued regarding making the Feasibility Study available to the public online. Ms. Ronald and Ms. Tierney are working with the Town to get it onto the town website as it's a large

document. Ms. D'Avanzo suggested that hard copies and/or DVDs of the Feasibility Study be available in the library for public access.

Ms. Tierney will be meeting with the Director of the Pequot Library to discuss the relationship between the Fairfield Public Library and the Pequot Library and their respective roles in the delivery of library services. Ms. McLean expressed it would be appropriate for Ms. Ronald as Town Librarian to meet with the Pequot Library director.

4. Old Business

Ms. Ronald mentioned that the maintenance item on the budget is showing that it's over; however, it's a bookkeeping issue and will be corrected by the next meeting.

5. Library Operations Report

Discussion of grant writer Anne Tack ensued. Ms. Ronald and Ms. Coriaty are pleased with her work. She is being proactive in looking for opportunities for the Library. Dr. Im made a motion to extend the retainer of Tack Writers through May 31, 2013 at the same monthly rate of \$2,000 per month. Ms. Elizabeth Dillabough seconded. Motion was unanimously approved. Dr. Im and Mary Ellen McLean will provide the Board with additional grant writer names at the next Board meeting.

6. Financial/Budget Report

Mr. Rooney provided an update. He reported aggregate expenses of approximately \$23,000 for this fiscal year. There is approximately \$88,000 remaining in the revolving funds account. He requested that \$5,000 be moved into the Chase account to cover upcoming expenses.

7. Review of Long Range Plan

Ms. Ronald reported that the OBOT author event was extremely successful. Approximately 800 people attended the event. There will be a realtor breakfast on Tuesday morning, March 19, 2013, to discuss the services provided by the Library so the local realtors can inform their clients.

8. New Business

Ms. Tierney has a few names for the nominating committee (comprised of Dr. Im and Ms. Dillabough) for the next Board vacancy. Ms. McLean reminded the members that doing business through e-mail constitutes a meeting and referred to email exchanges about the budget and working with the Friends from February 27. Ms. Tierney explained that dealing with administrative matters does not constitute a meeting, as identified in a recent e-mail by First Selectman Tetreau.

Ms. McLean inquired about the status of the Long Range Plan ending 2013. Ms. Ronald said she had spoken with Joel Sinclair, the consultants who facilitated the current plan, and they all determined that because the current plan was so strong that only some modifications would be needed to carry it forward.

8. Adjournment

Motion to adjourn was made by Dr. Im at 7:32 p.m. Seconded by Ms. McLean and Mr. Rooney. Motion approved unanimously.

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

Date and Location of next meeting:
Monday, April 22, 2013 @7:00 p.m.
Small Meeting Room; Fairfield Woods Branch Library