

**FINAL MINUTES:**                   **Fairfield Public Library Board of Library Trustees Meeting**  
**HELD:**                                   **April 22, 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,  
Members of the Public: Ms. Lori Kostopoulos

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

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

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

Dr. Manyul Im made a motion to approve the minutes of the March 18, 2013 Board of Library Trustees Meeting with amendments proposed by Ms. McLean. Ms. McLean seconded. Ms. Tierney, Ms. McLean, Mr. Sussman, Dr. Im and Mr. Rooney voted to approve the minutes as amended; Ms. Dillabough abstained.

### **3. Chairman's Report**

Ms. Tierney reported that this budget season has been very busy. She has been answering questions from both the RTM and the Board of Finance members. Great questions are being asked about the library and its service to the community. Library services as a whole have been highlighted during this intense budget season. Ms. Tierney reminded the Board that the Library Board is small and all members must be active and suggested that the Board consider what the roles are and develop a plan for next year.

Ms. Tierney met 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. Pequot Library is very concerned that its budget was cut. Ms. Tierney and Martha Lord, the Director of the Pequot Library, are planning to meet after the budget.

Ms. Tierney reported that the grant writer, Anne Tack, has a personal emergency and will be unavailable for a period of time beginning at the end of this week. Dr. Im made a motion to authorize Ms. Tierney as the Chairman, to amend the contract with Tack Writers, as necessary due to the emergency circumstances of the grant writer. Mr. Rooney seconded. Motion approved unanimously.

### **4. Old Business**

Nominating Committee: Dr. Im reported that he is researching possible candidates for the Board. Dr. Im has been in contact with Mr. Bill Schaberg, an antique book dealer who is interested in joining the Board. Ms. Michelle McCabe is also interested in becoming a Board member. Ms. Dillabough asked that if any Board member has the name of a person interested, to please forward her the names.

## **5. Library Operations Report**

Ms. Ronald reported that the library is working on a grant to connect the homebound patrons to museums and other cultural centers. Ms. Nancy Coriaty, Deputy Town Librarian, has been invited to speak at a conference in South Carolina, all expenses paid. Ms. Coriaty was also recognized as a library hero due to her work and creativity with the Children's department, at the School Library Journal Think Tank at NYPL.

Ms. Ronald is working on scheduling a staff meeting after the budget to determine how the library will operate given the deep budget cuts.

Teen Librarian, Nicole Scherer, has been asked to speak at the CT Library Association's Annual conference. Ms. Scherer has developed a strong connection to the teens of the community and has a specialty in getting books in the hands of the teen population. Ms. Ronald noted that it is exciting that Ms. Scherer has been recognized regionally for her efforts.

Ms. Ronald stated that 58 people reported getting jobs after attending the job series seminars and workshops sponsored by the library.

## **6. Financial/Budget Report**

Mr. Rooney provided an update. The Endowment funds are invested in VanGuard and the account is up approximately 10% which puts the Endowment funds at \$3.8 million (\$1.7M is encumbered in debt service). Endowment funds cannot be used for operating expenses. The Revolving Funds are being moved to VanGuard. The Board received a letter from the current fund, Janney, outlining concerns. The Board is taking a different approach to investing and Mr. Rooney discussed this matter with Mr. Frigo, former Board Treasurer and Chairman. Ms. Tierney thanked Mr. Rooney for checking with Mr. Frigo. It was determined that moving the funds from Janney to VanGuard is in the best interest of the Board.

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

Ms. Helen D'Avanzo attended the Town Facilities Commission meeting. There was some discussion as to the money being approved for the Branch roof repair. Ms. D'Avanzo confirmed to the TFC members that the money for this repair has been approved. Members of the Town Facilities Commission had serious concerns regarding leaking, and child safety egress in the basement of the Branch. There was discussion that the Branch building is not adequate for the use it gets by the community. Also, there was discussion as to how the roof repair of the Branch would be monitored to ensure it is done properly.

## **8. New Business**

Ms. McLean provided the name of Marti Fischer, a grant writer, to the Board. Dr. Im made a motion to invite her to the next Board meeting to make a presentation on grant writing. Ms. McLean seconded. Motion was unanimously approved. Ms. McLean will contact her and invite her to the next meeting.

## **9. Adjournment**

Motion to adjourn was made by Dr. Im at 8:05 p.m. Seconded by Ms. Dillabough. Motion approved unanimously.

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

Date and Location of next meeting:  
Monday, May 20, 2013 @7:00 p.m.  
Small Meeting Room; Fairfield Woods Branch Library