

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **May 20, 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: Ms. Lori Kostopoulos

1. Call to Order

Meeting called to order by Ms. Tierney at 7:02 p.m.

2. Approval of Minutes

Dr. Manyul Im made a motion to approve the minutes of the April 22, 2013 Board of Library Trustees Meeting with the following amendments: Section 4. Change Michele McCabe to Michelle McCabe. Section 7. Change the fourth sentence to read: Members of the Town Facilities Commission had serious concerns regarding leaking and child safety egress in the basement of the Branch. Mr. Joseph Rooney seconded. Motion unanimously approved.

3. Chairman's Report

Ms. Tierney thanked the Board for going to the RTM meeting last month to show support for the Library and its budget. The Board made progress in getting the message into the community regarding Library services. The Library hours will be restored beginning on July 1, 2013. Ms. Tierney was approached by the Fairfield Patch to do a blog on the Library each month. The Board will look at the meeting dates of the Friends of the Library and each Board member will attend a Friends meeting.

4. Old Business

Ms. Dillabough and Dr. Im reported on two possible candidates to fill the upcoming vacancy on the Board of Library Trustees. Two candidates were interviewed by Ms. Dillabough and Dr. Im. Discussion ensued. A motion was made by the nominating subcommittee to appoint Ms. Michelle McCabe to the Fairfield Public Library Board of Library Trustees position becoming vacant on June 30, 2013, effective, July 1, 2013. Mr. Sussman seconded motion. Ms. Tierney, Ms. Dillabough, Mr. Sussman, Dr. Im and Mr. Rooney voted in favor of the motion; Ms. Mary Ellen McLean voted in opposition. Ms. Dillabough will contact Ms. McCabe. Dr. Im will contact the other candidate. Mr. Sussman thanked Dr. Im and Ms. Dillabough for their work on this subcommittee. An effort will now be made for the appointment to be approved by the Board of Selectmen at a June meeting.

Ms. Tierney asked if a slate of officers for the next term will be presented at this meeting. Research of the Town Charter requirements relating to the election of officers will be conducted

before the June meeting. If necessary, the subcommittee will convene to nominate a slate at the June meeting.

Ms. Tierney asked Ms. McLean for her report regarding her proposed grant writer, Ms. Marti Fischer. Ms. McLean reported on her conversation with Ms. Fischer regarding grant writing. Ms. Fischer is not taking on any new grants at this time. She referred Ms. Judi Margolin. Ms. Margolin is interested in prospecting new grants but does not write grants.

5. Library Operations Report

Ms. Ronald reported that a nice program (a baby shower) for the Center for Women and Children took place and many (baby) items were donated for this organization. The Town Librarian recognized Jane Secord for her work on this.

The Library used the Fairfield Woods Middle School Auditorium for a program with Kevin Powers, author of “Yellow Birds.” It was a nice venue. Over 150 people registered to attend.

Joe Michelangelo is meeting at the branch on Thursday, May 23, 2013 to review the plan for replacement of the roof and regarding other necessary work at the Branch. This meeting will help with scheduling of events at the branch during the construction.

There are two vacancies in the Children’s Department – one at the Branch and one at the Main Library. Cheryl Delvecchio, Children’s Supervisor at the Branch is retiring after 38 years. The other position is a vacant position that may now be filled at The Main.

Ms. Coriaty was contacted by a French journalist who works for Kaizen magazine in regards to the Seed to Seed program.

Ms. Ronald thanked Ms. Jan Fisher for all her great administrative work. Ms. Fisher is doing a great job streamlining the purchasing process.

The Children’s Departments have begun use of iPads in the Children’s rooms of both the Branch and The Main. Ms. Ronald recognized Mary Sorhus for this program. The Children’s Librarian Mary Sorhus will be on maternity leave as of July 2013.

6. Financial/Budget Report

Mr. Rooney reported that the Revolving Funds account with Janney Montgomery Scott was liquidated and funds transferred to Vanguard Investments. In recognition of declining GNMA mortgage prices and associated realized losses, Mr. Rooney made a motion to decrease GNMA investments by \$10,000 and increase money market investments by a similar amount. This change increases the money market allocation from \$5000 to \$15,000. Dr. Im seconded the motion. Motion unanimously approved.

7. Review of Long Range Plan

Ms. D’Avanzo attended the Town Facilities Commission meeting on May 13, 2013. Three members were present: Mr. Jones, Mr. Caruso, and Mr. Rosenbaum. There were not enough members to achieve a quorum. The report for the repair of the Branch roof was not available.

Ms. Tierney asked Ms. McLean, outgoing Board member, to provide at the next meeting her notes on the Café project considered for The Main. Ms. McLean said she would provide if she could find them.

8. Adjournment

Motion to adjourn was made by Ms. Dillabough at 8:06 p.m. Seconded by 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, June 17, 2013 @7:00 p.m.
Small Meeting Room; Fairfield Woods Branch Library