

**MINUTES:** **Fairfield Public Library Board of Library Trustees Meeting**  
**HELD:** **June 17, 2013**  
**AT:** **Fairfield Public Library, Fairfield Woods Branch**  
**1147 Fairfield Woods Road**  
**Fairfield, CT 06825**

**Present:** Trustees: Ms. Kristen Tierney, Ms. Elizabeth Dillabough, 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  
Absent: Trustees: Ms. Mary Ellen McLean

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

Meeting called to order by Ms. Tierney at 7:05 p.m.

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

Dr. Manyul Im made a motion to approve the minutes of the May 20, 2013 Board of Library Trustees Meeting. Ms. Elizabeth Dillabough seconded. Motion unanimously approved.

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

Ms. Tierney reported that the new board member, Ms. Michelle McCabe, was formally appointed to the Board. She is looking forward to attending the July meeting of the Board of Library Trustees. Ms. Tierney also stated that the new library website looks beautiful and is easy to use.

### **4. Old Business**

Ms. Dillabough and Dr. Im reported on the nominating subcommittee. They checked the Town Charter and determined that a slate for the new officers of the Board should be put forth for vote. Thus, the following slate was presented: Chairman – Ms. Kristen Tierney; Treasurer – Mr. Joseph Rooney; Secretary – Ms. Elizabeth Dillabough. Mr. Bob Sussman made a motion to approve the slate as was presented. Ms. Tierney seconded the motion. The motion was unanimously approved.

Discussion ensued regarding Anne Tack of Tack Writers. Discussion ensued on the grant works she's done to date, and an update was given on the Bikes Belong grant. Her contract will be discussed in September.

Discussion ensued regarding the notes sent to the Board by Ms. Mary Ellen McLean addressing her research into a library café. Ms. Tierney noted that in the minutes of the October 17, 2011 Board meeting, Ms. McLean indicated that she would research libraries that had cafés. In the November 21, 2011 minutes, Ms. McLean deferred this research until December. At the December 19<sup>th</sup>, 2011 meeting, Ms. McLean communicated that a future report was to be made to the Board. The notes sent on June, 13, 2013 were the next communication on the research.

Dr. Im made a motion to continue research on a library café for the Fairfield Public Library and to withhold a formal conclusion until that research is complete. Ms. Tierney seconded the motion. In support of his motion, Dr. Im stated that the report sent by Ms. McLean on June 13, 2013 seemed to be incomplete and that the conclusion drawn was not supported by sufficient evidence. Ms. Tierney noted that the conclusion in Ms. McLean's report dated June 13, 2013 was Ms. McLean's personal conclusion and not the conclusion of the Board. Motion was unanimously approved.

Dr. Im proposed a subcommittee work on this project. He and Mr. Rooney volunteered to serve on this subcommittee. Ms. Tierney offered to make available research she had on this issue.

### **5. Library Operations Report**

Ms. Ronald reported that the Branch roof is set to be replaced in the Fall. The project is being put out to bid in July.

The Library was awarded a SOARs grant which will connect homebound people to local and national museums via SKYPE. This program will begin in the Fall.

The new Library website was launched. There was an overage in the budget of \$875 as a result of moving the website to a different host. The website is being tweaked as issues arise. Ms. Ronald asked that as Board members contact her if they notice issues with the new website. Ms. Tierney made a motion for the Board to pay Infinite Web Designs the \$875. Mr. Sussman seconded. Motion was unanimously approved.

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

Mr. Rooney gave the budget report. There was a grant identified on the budget report that had already been liquidated. Mr. Rooney will make that adjustment to reflect it correctly in the next month's budget report.

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

Ms. Ronald reported that patrons are happy that the hours are being restored as of July 1<sup>st</sup>. The library materials budget was cut 20% which will result in fewer materials and a longer wait for materials.

### **8. New Business**

Ms. Tierney made a motion to suspend the August, 2013 Board of Library Trustees Meeting. Ms. Dillabough seconded. Motion was unanimously approved. As of July 1, the Board of Library Trustees meetings will take place at the Main Branch on Old Post Road.

Discussion ensued regarding the Long Range Strategic Plan. Ms. Ronald indicated that the Plan is going to expire in December, 2013. Joel & Sinclair Associates were the consultants that prepared the current Long Range Strategic Plan. Ms. Ronald would like to continue to use their services to update the plan. Discussion ensued. Ms. Ronald is going to contact Joel & Sinclair Associates to negotiate a fee for the project. She will report to the Board at the July regular Board meeting or at a special meeting when that information is obtained.

## **8. Adjournment**

Motion to adjourn was made by Ms. Dillabough at 8:40 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, July 22, 2013 @7:00 p.m.  
Jennings Room – Main Library