

MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **September 16, 2013**
AT: **Fairfield Public Library**
1080 Old Post Road
Fairfield, CT 06825

Present: Trustees: Ms. Kristen Tierney, Mr. Robert Sussman, Dr. Manyul Im , Ms. Michelle McCabe, Ms. Elizabeth Dillabough and Mr. Joseph Rooney (late arrival at about 7:05 pm)
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. Anne Tack; 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 July 22, 2013 Board of Library Trustees Meeting. Ms. McCabe seconded. Ms. Dillabough abstained. Motion unanimously approved.

3. New Business

Ms. Anne Tack of Tack Writers spoke of the projects she has worked on for the Fairfield Public Library. The first project called "News Know How" was very successful and the Library received a 3rd Place Award. The project was designed to teach students how to be literate about what they read on the internet. She also spoke about the Community Garden and also the Bike Lending project that is currently being worked on. The goal is for the community to see the library in a way that is beyond just the books and to carry the learning other ways into the community. Discussion ensued as to how to proceed with Tack Writers in the future. Ms. Ronald made the suggestion, supported by Ms. Tierney, of putting together a sub-committee to explore other income streams for the Library.

4. Old Business

Ms. Ronald suggested that the Board put off funding the Long Range Plan until the winter or spring.

5. Library Operations Report

Ms. Ronald reported that the Friends of the Library have donated \$10,000 per year for 10 years to the Library for the museum passes. Ms. Ronald and the full Board expressed thanks for the very generous gift. The roof project at the Branch has been completed. The air quality control report was done and only a slight detection of mold in the basement boiler room was noted. The Library staff along with the Town employees will be taking a Violent Incident Training class. There are two new technology additions – the Text-a-Librarian program and the Zinio magazine program. Ms. Ronald and the full Board thanked Ms. Coriaty for her work in taking on the Children's program this summer. Ms. Christina Lareau is doing a fantastic job in the Children's Department of the Main Library.

Ms. Ronald explained the Social Media Policy and presented it to the Board for discussion. It's a safeguard which will give the Library the authority to take down any inappropriate comments to the posts made to the Library page. Dr. Im made a motion to approve the Social Media Policy as edited. Ms. Dillabough seconded. The motion was unanimously approved.

6. Financial/Budget Report

Mr. Rooney gave a report. With respect to Library Endowment Funds, he reported that for the second quarter in 2013 and fiscal year 2012-13, the Jennings and Memorial Funds increased by a total of \$106,553 and \$558,047, respectively, including debt service payments to the town. The 2.32% and 16.26% returns are in line with the total return of the S&P 500 index for each respective period when debt service payments are taken into account.

With respect to the Library Revolving Fund, he reported that for the 2nd quarter in 2013, the Fund declined in value by approximately \$1500, as GNMA prices continued to decline. In June, we recorded monthly income of \$613 and expenditures of \$3,550.

For fiscal year 2012/2013, the fund recorded total income of \$15,854 and expenses of \$31,118.

Jan Fisher is assuming the role of reconciling accounts, as Mr. Rooney continues in his role as Treasurer of the Board.

7. Review of Long Range Plan

The Library continues to receive lots of good feedback on the new website.

Robert Sussman announced that he is resigning the Board effective immediately so that he can assist the Norma Pfrieder Urban Outreach Initiatives organization of Park Avenue in Bridgeport and housed at the United Congregation Church for which he volunteers and which recently lost substantial funding. The Library administrators and full Board thanked Mr. Sussman for his service on the Board and wished him success in his future endeavors.

8. Executive Session

The public meeting ended and the Board went into Executive Session at 8:31 pm. The Board came out of Executive Session at 8:52 pm.

9. Adjournment

Motion to adjourn was made by Mr. Sussman at 8:57 p.m. Seconded by Ms. Tierney. Motion approved unanimously.

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

Date and Location of next meeting:
Monday, October 21, 2013 @ 7:00 p.m.
Jennings Room, Fairfield Main Library