

**MINUTES:** **Fairfield Public Library Board of Library Trustees Meeting**  
**HELD:** **October 21, 2013**  
**AT:** **Fairfield Public Library**  
**1080 Old Post Road**  
**Fairfield, CT 06825**

**Present:** Trustees: Ms. Kristen Tierney, Dr. Manyul Im , Ms. Michelle McCabe, Ms. Elizabeth Dillabough and Mr. Joseph Rooney  
Town Treasurer *ex officio*: Ms. Helen D'Avanzo  
Library Staff: Ms. Karen Ronald, Town Librarian, Ms. Nancy Coriaty, Deputy Town Librarian

### **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 September 16, 2013 Fairfield Public Library Board of Library Trustees Meeting, with the following amendments to the first paragraph of Section 6, as proposed by Mr. Rooney, and to the second paragraph of Section 6, as proposed by Ms. Dillabough. Seconded by Ms. Dillabough. Changes: "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 2<sup>nd</sup> 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." Motion unanimously approved.

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

Looking forward to budget season and our open house schedule.

### **4. Old Business**

#### **a. Nominating Committee**

The Nominating Committee put forth a candidate's name for consideration by the Board. Discussion ensued on the needs of the Board with respect to future Trustees. The Board went into Executive Session at 7:09 pm. The Board came out of Executive Session at 7:28 pm. Dr. Im moved that the Board consider additional candidates for the position vacated by Mr. Robert Sussman. Ms. Michelle McCabe seconded. Motion unanimously approved.

#### **b. Open House Dates**

Ms. Ronald suggested that all Saturdays in January are possible dates to schedule open houses for the Board of Finance, RTM and other town boards. We need to consider dates for Branch open houses.

### c. Income Streams

A subcommittee of the Board, comprised of Ms. Tierney and Ms. McCabe of the Board and Ms. Ronald, Ms. Fisher and Ms. Coriaty of the Fairfield Public Library administration, met to discuss possible income streams. The subcommittee may have a report for the Board at the Board's next meeting.

### d. Café Update

Dr. Im and Mr. Rooney comprise the subcommittee formed to consider the feasibility and options for a café at library locations within the Fairfield Public Library System.

The subcommittee will consider business models of cafes at libraries in the area, such as in Westport and in New Jersey. It was noted that Sacred Heart University's library has a great café. Ms. Tierney offered to provide her notes on this subject. Ms. Ronald recommended the subcommittee look at the Stamford and Greenwich Libraries and how they operate their cafés.

## **5. New Business**

None

## **6. Library Operations Report**

The Library received a Muslim Journeys Grant and programming has begun. Ms. Ronald stated that Ms. Coriaty and Ms. Fisher have done a great job with the programs. Programming will continue throughout October and November.

The One Book One Town ("OBOT") book has been selected and will be revealed in the future, but Ms. Ronald believes it will be considered a great selection. Ms. Ronald acknowledges the outstanding work of Mary Coe, Claudia Silk, and Nicole Scherer with respect to the OBOT program.

Ms. Ronald reported that an Air Quality Report has been completed. The Department of Public Works is addressing effective air flow at The Branch. There have been no roof leaks since the new roof was put on The Branch.

The Library staff along with Town employees took a Violent Incident Training class, run by Officer Lopez. Ms. Ronald and Ms. Coriaty spoke highly of the program and its value to the Library staff. The Library has a Safety Committee and will practice with additional training.

Webmaster Merry Mao orchestrated a fantastic day of Star Wars. It was considered a very successful program. Mystery Nights, orchestrated by Nicole Scherer, was also very successful. It was a fantastic time for teens in a safe and welcoming place.

There are plans to add coin machines to public printers to assist patrons, while reducing staff time assisting with giving change, thus affording more staff time to responding to information queries.

Space use in The Main and in The Branch will be reconsidered in this fiscal year to determine how to be more responsive to community needs with respect to space use.

The Library Staff have been recognized for their work by their appointments, as follows:

- Nicole Scherer has been invited to Chair for the American Library Association/Young Adult Library Services Association;
- Karen Ronald is a Member of the Leadership Development Committee, Library Leadership and Management Association, American Library Association;
- Susan Zuckerman is a Member of the State ICONN Database Committee; and
- Mary Sorhus is a Member of the 2015 Intermediate State Nutmeg Book Award Committee.

The Board congratulates these professionals for their outstanding work and contributions.

### **7. Financial/Budget Report**

Mr. Rooney gave a report.

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

The Library continues to receive positive feedback, and no complaints, on the new website.

On November 4, 2013, the Library will welcome a new staff member for the Reference Department servicing both The Main and The Branch: Philip Bahr from Fairfield University.

### **9. November Meeting**

Ms. Tierney is hosting a town-wide event on the night of the scheduled November 18, 2013 Board meeting, and thus, unable to attend the Board's regular November meeting. If the meeting is held and not rescheduled, Ms. Dillabough will chair.

### **10. Adjournment**

Motion to adjourn was made by Ms. Dillabough at 8:00 p.m. Seconded by Ms. McCabe. Motion approved unanimously.

Respectfully submitted,  
Elizabeth Dillabough, Secretary  
Fairfield Board of Library Trustees

Date and Location of next meeting:  
Monday, November 18, 2013 @ 7:00 p.m.  
Jennings Room, Fairfield Main Library