

FINAL MINUTES: **Fairfield Public Library Board of Library Trustees Meeting**
HELD: **November 20, 2013**
AT: **Fairfield Public Library**
 1080 Old Post Road
 Fairfield, CT 06825

Present: Trustees: Ms. Kristen Tierney (Chair), Dr. Manyul Im , Ms. Michelle McCabe, Ms. Elizabeth Dillabough (Secretary), and Mr. Joseph Rooney (Treasurer)
Town Treasurer *ex officio*: Ms. Helen D’Avanzo
Library Staff: Ms. Nancy Coriaty, Deputy Town Librarian and Jan Fisher, Assistant Director, Administrative Services

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 October 21, 2013 Fairfield Public Library Board of Library Trustees Meeting; seconded by Mr. Rooney. Motion unanimously approved.

3. Chairman’s Report

The Town Librarian’s budget is due to the First Selectman on November 27, 2013. The Board has no major concerns this budget season and is expecting a moderate budget season.

The Woods Branch of the Fairfield Public Library is currently closed for mold remediation. It is expected to be retested this week and to reopen in part, if not in whole, this Saturday, November 23, 2013.

In response to a question by Ms. D’Avanzo, Ms. Coriaty stated that the response to the news of the need for mold remediation by staff has been very reasonable.

In response to a question by Mr. Rooney, the Board was advised that the upkeep and maintenance of the building is paid for by the Department of Public Works. The Board has not been made aware of any cost figures relating to this project.

In response to questions from the Board, Ms. Coriaty responded that the DPW is addressing the issues as it identifies them throughout the Library.

In response to a question by Dr. Im, Ms. Coriaty responded that dehumidifiers are/would be used and that a new air filter/filtration system would be installed.

In response to a question by Ms. Dillabough, Ms. Coriaty responded that the staff were able to effectively reschedule or relocate affected programming.

The Board acknowledged the work of Mr. Michelangelo, Mr. Ed McCourt and the Department of Public Works for their efforts and responsiveness with respect to this project. The Board

remains interested in all efforts to preserve this essential town asset – the Fairfield Woods Branch Library, so essential to all segments and communities of the town of Fairfield. The Board commended the work of Ms. Ronald, Ms. Coriaty and the Library staff for their patience and understanding during this necessary process.

4. Old Business

a. Nominating Committee

The work of the Nominating Committee is ongoing.

b. Income Streams

The 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, did not have a meeting this month.

c. 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.

Mr. Rooney reported on business models of cafes at Stamford's Ferguson Library, Westport's Library, the Montclair, NJ Public Library, and libraries in Princeton, NJ and Ridgewood, NJ.

Important questions for the Fairfield Public Library and its Board of Library Trustees include the following:

1. Why would a library want a café? Is it for service to the community or to generate income or to increase library circulation? Or, a combination of these factors?
2. Where would the café space be allocated?
3. Who should operate the café?
4. What would hours of operation be?
5. What would the café sell and how extensive should the business be?
6. What is the town's role with respect to the lease model?
7. Can we consider partnering with local businesses to make this an effective operation for all parties?

Further discussion of the café will ensue at the Dec., 2013 FPL Board of Library Trustees meeting.

5. New Business

None

6. Library Operations Report

Ms. Ronald was absent due to a need for emergency surgery. In her absence, Ms. Coriaty presented the Library Operations Report. Ms. Coriaty reported a vibrancy in the Children's Library. The Children's Library hosted Wendy Mass, author of "Candymakers" – a nutmeg award nominee this year, to standing room only, excited and engaged crowd of parents and 4th-6th graders. The Library and the Board appreciates the funding of this program by the Shanahan Family Fund.

Halloween events for preschoolers and older children were successful, as was Mystery Night for the Teens.

The Muslim Journeys Events are winding down, to great reviews. There was partnering with Fairfield University for these successful events. Based on this success, there is talk of providing programming and events next Fall that concern yet another culture. The Board supports this creative initiative.

The Fairfield Public Library welcomed new employee Philip Bahr this week The Fairfield Public Library bid farewell and well wishes to Carol Pappageorge upon her retirement as Reference Librarian from the Branch, effective Dec. 1, 2013.

7. Financial/Budget Report

Ms. Tierney provided highlights of the report generated by Ms. Ronald relating to the 11/15/2013 ytd budget report. Mr. Rooney gave his financial report.

8. Review of Long Range Plan

The Library continues to receive positive feedback, and no complaints, on the new website. Dr. Im suggested the Board consider adding a summary of accomplishments of the Fairfield Public Libray, as is done in Greenwich (his reference point).

Ms. Coriaty questioned how a neighboring library could get a \$175,000 grant from the government. Board discussion ensued about means to expand opportunities for such grants and for Library programming.

Ms. Tierney mentioned that Tony Hwang stopped by before the start of the meeting to thank the Board for its work. The Board expressed appreciation for Mr. Hwang's support of their efforts.

Ms. Tierney reported that Ms. Ronald is at St. Vincent's Hospital, recuperating from an emergency operation for appendicitis. Ms. Tierney will arrange for some meals for Ms. Ronald as she recuperates. The Board wishes her a full and speedy recovery.

10. Adjournment

Motion to adjourn was made by Ms. McCabe at 8:22 p.m. Seconded by Ms. Dillabough. Motion approved unanimously.

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

Date and Location of next meeting:
Monday, December 16, 2013 @ 7:00 p.m.
Jennings Room, Fairfield Main Library