



**Town of Beacon Falls  
Library Board of Trustees  
Meeting Minutes  
Date 02/20/24  
10 Maple Avenue  
Beacon Falls, CT 06403  
C/O Town Clerk  
(Subject to Revision)**

**Members Present:** Rebecca Rubino (RR), David Dlugos (DD), Lauren Fennell (LF) and Mary MacEachern (MM)

**Others Present:** Library Director, Elizabeth Setaro-Posick (ESP)

**Not Present:** Marion Zollo (MZ) and Annette Bosley-Boyce (ABB)

1. **Call to Order /Pledge of Allegiance:** The meeting was called to order at 6:31 p.m. by ESP followed by the Pledge of Allegiance.
2. **Review of the Agenda-** DD made a motion to approve the agenda, seconded by MM. Approved, all aye.
3. **Approval of Minutes** MM made a motion to approve the minutes, seconded by DD. Approved, all aye.
4. **Correspondence-**None
5. **Public Comment-**None
6. **Friends Report**
  - a. The Friends held a fundraiser with Antonios on January 31<sup>st</sup>.
  - b. The Friends will host a Pocketbook Bingo fundraiser on October 5<sup>th</sup>, to be held at Saint Peter's Church in Oxford.
  - c. Ion Bank Foundation-February 1<sup>st</sup>-March 1<sup>st</sup>, anyone with an Ion Bank Account may vote, and for each vote for the Friends they will receive \$25.
  - d. The Spring Stuffed Bread fundraiser is planned for March 29<sup>th</sup>.
7. **Board of Selectman Report**
  - a. Gerry Smith is running for State Senate.
8. **Library Directors Report**
  - a. Service Reports
    - The library had great attendance in January with a variety of programs offered, and a notable increase from last year.
    - Adult Programs had an overall attendance of 65 in January.
    - Children's Programming had a total of 97 children participating.
    - There was a significant increase in website visits, 192 % compared to last year.
    - Continued provision of essential technological services.
    - Consistent usage of notary services.
    - Volunteer hours increased from last year.
    - Steady increase of requested library material.



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- Slight increase, ongoing interest, and requests for library cards.
9. Financial Reports/Bills to be Paid-The library has expended 55% of its total budget for the year.
- a. Approval for any Bills to be Paid-None
  - b. Other Library-Related News- None
10. **Old Business**
- a. Elevator
    - The elevator is still out of service, library staff attended a safety meeting and are working with the elevator company. The library is still offering curbside pick-up.
11. **New Business**
- a. Budget update
    - Budget presentations were to be held for the town departments on 2/20. The library is asking for a total increase of \$1,818.00 The library is asking for increases in part-time wages, due to an increase in minimum wage, as well as departmental supplies, (including library books and materials) and programming. They have noted reductions in both the computer line and copier line.
  - b. Take Your Child to the Library Day Recap
    - On February 3<sup>rd</sup>, the library hosted a TYCTL Day, which is hosted across the country. The Program Librarian did an amazing job, there were a variety of wonderful activities and a costumed character. A total of 105 children and 85 adults attended.
  - c. Public outreach and marketing efforts
    - The library website visits show an increase in interaction.
    - Social media continues to be a great source of engagement.
    - The Library Director asked for feedback from the Board from the perspective of the patron regarding which marketing strategies they would likely engage in, as well as for suggestions of other potential marketing strategies that they'd recommend.
      - a. ESP noted that the Citizen's News no longer has a quarterly newsletter in the newspaper.
      - b. LF recommended posting monthly library events through the town website and as email blast, she will be back mid-March and suggested to discuss with the interim Secretary and will post upon her return.
    - While overall engagement and program participation is up from last year, many Beacon Falls residents are unaware of all the services that the library offers, the library is continuing to look for effective means of community outreach.



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- d. Nomination of officer's reminder
- At the next meeting in March nominations will be made for Library Board Officers, and the election will take place in April.
12. **Executive Session (if needed)**  
13. **Announcements**-None.  
14. **Adjournment**

LF made a motion to adjourn the meeting at 6:48 p.m. seconded by RR Approved, all aye.

Respectfully submitted,

*Erin K. Moffat*

**Erin K. Moffat**  
*Clerk, Library Board of Trustees*