



**Town of Beacon Falls
Library Board of Trustees
Meeting Minutes
Date 03/19/24
10 Maple Avenue
Beacon Falls, CT 06403
C/O Town Clerk
(Subject to Revision)**

Members Present: Mary MacEachern (MM), Lauren Fennell (LF), Rebecca Rubino (RR), Annette Bosley-Boyce (ABB) and David Dlugos (DD)

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

Not Present: Marion Zollo (MZ)

1. **Call to Order /Pledge of Allegiance:** The meeting was called to order at 7:12 p.m. by ESP followed by the Pledge of Allegiance.
2. **Review of the Agenda-** LF made a motion to approve the agenda, seconded by MM. Approved, all aye.
3. **Approval of Minutes** RR made a motion to approve the minutes, seconded by MM. Approved, all aye.
4. **Correspondence-** An anonymous letter was received regarding updates on the Community/Library/Senior Center Building Committee meetings, which typically meet on the first Tuesday of the month. If agendas are not posted online, any member of the public looking for information i.e. agendas or minutes may contact the Town Clerk's office.
5. **Public Comment-**None
6. **Friends Report**
 - a. ESP informed the Board that the Friends Spring Stuffed Bread fundraiser, planned for March 29th, could still use some support, and asked if everyone could share it with friends, family and if applicable through their social media accounts.
 - b. The Friends have received \$250 from the Antonios Fundraiser.
 - c. Ion Bank Foundation-February 1st-March 1st- The Friends will be receiving a \$500 check next month from Ion Bank.
 - d. Ion Bank is also hosting Give Local, 2 Days of Giving. The Friends have registered.
7. **Board of Selectman Report**
 - a. There was nothing specific regarding the BOS report, but ESP wanted to make the Library Board aware of the monthly process for the library. The Library Director submits a report each month which is to be reviewed and approved at the BOS meetings.
8. **Library Directors Report**
 - a. Service Reports
 - The library had great attendance in February and a diverse range of program offerings.
 - Adult/YA Programs included a watercolor class, True Crime Book Club, several Craft Workshops and a newly formed Dungeons and Dragons Club.



**Town of Beacon Falls
Library Board of Trustees
Meeting Minutes
Date 03/19/24
10 Maple Avenue
Beacon Falls, CT 06403
C/O Town Clerk
(Subject to Revision)**

- Children's Programming was a success with programs like arts explorations, photography club and Take Your Child to the Library Day.
- Service metrics were positive with website visits, adult library card registration, juvenile circulation increase, and a continued growth in audio and digital downloads.

The Library Director ESP noted that this indicates a growing interest in, and utilization of library resources.

9. Financial Reports/Bills to be Paid-The library has expended 65% of its total budget for the year.

a. Approval for any Bills to be Paid-None

b. Other Library-Related News

- There have been several complaints from patrons regarding their ability to borrow the monthly 3 items on Hoopla. ESP stated that due to different forms of materials costing more per check-out once the limit of funds monthly funds was used overall it limited the patron's ability to borrow. ESP contacted Hoopla and resolved the issue and removed the cap to try to offset the issue in the future.

10. **Old Business**

a. Elevator

- The elevator is still out of service, and scheduled maintenance should start this Thursday, but the eta of when it'll be up and running again is contingent upon the pending repairs needed.

11. **New Business**

a. Promoting Programs

- ESP has asked the Board for their support in the promotion of library programs to help increase attendance and has also asked the same of the Friends. Increased attendance and participation is great for the library, the presenters and the community.
- Promotion ideas included: Creating a buzz by posting on social media, handing out calendars or flyers to friends and family, attending programs that interest them, or contacting others who may be interested.

A few upcoming programs include:

- The History of the United States Submarine Service -March 21st
- Solar Eclipse Presentation-March 23rd
- History of the Huskies Hoops: Legacy of Greatness-March 25th
- Solar Eclipse Viewing Party-April 8th



**Town of Beacon Falls
Library Board of Trustees
Meeting Minutes
Date 03/19/24
10 Maple Avenue
Beacon Falls, CT 06403
C/O Town Clerk
(Subject to Revision)**

*Solar Eclipse glasses will be available at the library to safely view the solar eclipse.

b. Budget Transfer Request

- A budget transfer request of \$843.90 has been submitted from the computer line item to materials and supplies, as there aren't any foreseen computer expenses at this time, and materials and supplies are much needed. It will take time for potential approval.

c. Capital Project

- New cabinets and countertops had gotten approval for \$8900, and submission of purchase order is in process. However, due to the increase of materials the supply cost has changed. Considering it had not been budgeted for, ESP brought it to the Friends at their last meeting, and upon approval of the project, the Friends will cover any additional cost.
- Finance had raised the question regarding the grant for the building project, if the grant is approved, is the capital project still necessary? The library would still like to proceed with the Capital Project. ESP noted that the building project would likely take time, so the replacement of cabinets and countertops would provide additional storage in the current space and would provide a more immediate solution in the interim, as well as benefiting the future usage of the space for the town.

d. Nomination of officer's reminder

- MM nominated RR for Chair
- ABB nominated DD for Vice Chair
- A vote will take place and the next monthly meeting.

e. Give Local ideas

- Give Local through the Friends will be happening in April, with a goal of \$1500. ESP asked the Board to please spread the word and forward the email blast when it comes available. Funds will be allocated to purchase early literacy and wonderbooks, and if any extra to purchase the books on the governor's reading challenge.

12. **Executive Session (if needed)**

13. **Announcements**-None.



**Town of Beacon Falls
Library Board of Trustees
Meeting Minutes
Date 03/19/24
10 Maple Avenue
Beacon Falls, CT 06403
C/O Town Clerk
(Subject to Revision)**

14. **Adjournment**

LF made a motion to adjourn the meeting at 7:36 p.m. seconded by ABB Approved, all aye.

Respectfully submitted,

Erin K. Moffat

Erin K. Moffat
Clerk, Library Board of Trustees