



**Town of Beacon Falls
Library Board of Trustees
Special Meeting Minutes
Date 11/21/23
10 Maple Avenue
Beacon Falls, CT 06403
C/O Town Clerk
(Subject to Revision)**

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

Not in Attendance: Marion Zollo (MZ) and Rebecca Rubino (RR)

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

1. **Call to Order /Pledge of Allegiance:** The meeting was called to order at 7:09 p.m. by ABB followed by the Pledge of Allegiance.
2. **Review of the Agenda-** MM made a motion to approve the agenda, seconded by DD. Approved, all aye.
3. **Approval of Minutes** DD made a motion to approve the minutes, seconded by MM. Approved, all aye.
4. **Correspondence-**None
5. **Public Comment-**None
6. **Friends Report-**

The Friends of the Library will be hosting a stuffed bread fundraiser. Sales will start after Thanksgiving and delivery will be 12/22. Ken Priestley was appointed Vice President. The group purchased a museum pass to the New Britain Museum of Art. The teens will be selling butter breads and cake rolls for the Friends starting in January to help cover the cost of teen programming.

7. **Board of Selectman Report**

The application for the Municipal Certified Resolution for the Community, Senior, Library Center Round 4 in the same amount was accepted and approved. There will be an informational meeting for the public on Dec 4th at 7:00 pm at the Senior Center. The public will be able to review the CT DECD CIF Round 4 Grant Application for the community, senior, and library center. The architects will be present. ESP asked if members of the Library Board would come to support the project.

8. **Library Directors Report**

- a. Service Reports
 - The library had growth in several areas, and provided a variety of 24 programs for adults, teens, children, and families. This report highlighted the 39 activities, service statistics, and financial status for the month.
- b. Financial Reports/Bills to be Paid- The library has expended 33% of its total budget for the year. No bills to be paid at this time.
- c. Approval for any Bills to be Paid-None
- d. Other Library-Related News
 - ESP Congratulated and welcomed LF to the Board, and thanked MM for serving once again.



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9. **Old Business**-None

10. **New Business**

- a. Elevator- The elevator at Town Hall is currently out of service, resulting in temporary loss of ADA accessibility to the 2nd and 3rd floors. Affected library events have been relocated to the senior center whenever possible. Virtual access will be provided for public meetings in the assembly room until the elevator is repaired. Virtual access to programs will also be provided. Curbside pick-up is still available as well as homebound delivery. The 1st floor remains accessible through the rear door. The Town is working diligently for a solution. Updates will be provided as they become available.
- b. Security System- A new security system has been installed in the town hall. Doors will lock automatically for set times. Employees have key fobs to enter the building. The alarm portion will be up and running soon.
- c. Website and Marketing- Recently the library met with a marketing manager who gave strategies and goals for our social media including Facebook and Instagram which the library has already started to implement. The library has received negative feedback about our library website and are currently searching and getting quotes for improvements. ESP asked if anyone had any leads or could provide a referral, it would be appreciated.

LF said to touch base with Christine in the Town Clerk's office, she has connections and is knowledgeable in that area. ESP said this is a priority for the library to have an easy-to-use accessible website.

- d. Fiber Grant- The library is pleased to announce that they will receive \$15,988.00 for high-speed fiber connections to the Connecticut Education Network (CEN). ESP had Jerry sign off, but need a physical copy, ESP applied for the second part of the grant, and it was approved, and doesn't have to be matched. Overall, this is good news for the library.

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

12. **Announcements-None**

13. **Adjournment**-LF made a motion to adjourn the meeting at 7:28 p.m., seconded by ABB. Approved, all aye.

Respectfully submitted,

Erin K. Moffat

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Clerk, Library Board of Trustees