

North Branford Library Board
Special Meeting of May 24, 2016
Edward Smith Library 7:30 pm

Present: Carol Davidson
Joan Candelora
Theresa Frandsen
Virginia Fallon
Debra Falvey

Robert Hull, Library Director

Visitors: NBHS Teacher and Big Give Advisor, Jessica Barbato
Rebecca Sabetta, Team Freshman
Chris Callender, Team Freshman
Logan Frandsen, Team Freshman
Carrie Sabetta

1. NBHS Big Give: Recognition of fundraising team

Library Director Robert Hull introduced the members of Team Freshman, one of 15 teams who raised funds as part of the North Branford High School "Big Give" Event. Team Freshman's honored fundraising recipient was the North Branford Library. Team Freshman was present to award their fundraising amount of \$780.00 to Library Board Chairman Carol Davidson and Board Members.

Mr. Hull informed members that he would continue to consult with the Team Freshman on ways to expend their funds on programs within the two Libraries.

2. Minutes of previous meeting

MOTION: Member Frandsen moved to approve the minutes of the March meeting, seconded by Member Fallon.

Abstention: Carol Davidson

With three in favor and one abstention, motion passed.

3. Library Board Report

Chairman Davidson had no report at this time.

Member Fallon requested the Library Board members names be updated on the Town website.

Library Director Robert Hull stated he would inform Town Hall. Members discussed the computer instruction available at the Library and suggestions the potential of having small classes for Town residents.

Director Robert Hull gave an overview of instruction that is available as needed and suggested they could also canvas patrons to look into the need of classes.

Member Falvey opened discussion and suggested a computer technology assistance program for senior citizens be initiated at each of the Town libraries, modeled after a similar program at the Scranton Library in Madison. The program would utilize North Branford High School students who wish to earn community service hours. High school students would assist senior citizens with basic computer skills.

There was discussion and explanation on age and number of computers at each library.

Members discussed investigating the potential of State Library Signs being placed at both sites.

Member Falvey suggested having a Library Card Drive for September.

4. Library Director Report

Library Director Robert Hull distributed library statistics as of March and overviewed the report with members. Although circulation has decreased slightly, library use and program attendance continue to grow. Mr. Hull reported on current general trends Statewide in relation to circulation reduction and ways the library staff is planning to address it.

There was discussion on delivery of requested books throughout the State and the inadequacy currently with the State delivery system. Mr. Hull informed members that the librarians throughout the State have met with the State Library Board to voice their concerns.

Friends book sale

Mr. Hull and Member Falvey reported on this year's Friend's of the Library Book Sale, stating they were slightly up from last year however, did not do as well as past sales.

There was discussion on this year's date change, and suggestions for next year's book sale.

Inter-Library delivery problems

Discussed under Library Director Report

Library Telecommunications expenses

Mr. Hull spoke about the upgrading to fiber optics within the two libraries. He gave a brief overview of a grant process to continue with the upgrade and will update with more information at next month's meeting.

Paying library debts by credit card

Mr. Hull informed members that Library patrons are now able to pay their library debt by credit card through the LION network. Mr. Hull overviewed how the process is done on line. The process began approximately three months ago and is proving to be successful. Mr. Hull said they would begin advertising this service to patrons.

There was discussion on the lost book and late fee debt figure for the Libraries; Mr. Hull stated he could obtain that figure for members.

5. Expenditure of gift funds, 2016-17

Mr. Hull informed members that the Town Council has not voted on approval of expenditures of the \$11,000 gift funds as of yet. He explained that with all the budget activity it has not been put on the agenda. Mr. Hull overviewed targeted areas for the funding and stated that 50% of the funds would be used mainly for programs and 50% would potentially be used for a Maker Space. He also spoke about the Big Gift funds and stated he will be discussing the use of funds with Team Freshman. He doesn't anticipate any problems with Town Council approval. Mr. Hull also stated he would be coming before Friends of the Library.

Member Falvey opened discussion on the Maker Space in each Library. Mr. Hull suggested they vary type with the advantage of encouraging both ends of Town visiting each library and staying diverse in the uses until there is a better idea of what is most popular. Mr. Hull also spoke about reorganizing areas within the library to designate what is best for the maker space areas.

Mr. Hull opened discussion on potential space for an ongoing book sale within the libraries. He stated that as collections are reduced and space is free they could continue discussion on this opportunity.

6. Library Sunday Schedule, 2016-17

Mr. Hull overviewed the current planning for a similar Sunday schedule as last year, which would be in effect October through March with hours from 11am - 4pm.

Members discussed the possibility of expanding the months for Sunday hours in the future.

MOTION: Member Falvey moved to investigate expanding the Sunday hours for the 2017-18 year calendar year and the Sunday hours be expanded from September through June to follow the school year calendar, seconded by Member Candelora.

With all in favor, motion passed.

7. Final Budget, 2016-17

Library Director Robert Hull briefly explained the \$2,000 cut from their materials budget request. Members discussed working with that budget cut throughout the year.

The next meeting will be held on June 15th at 7:30 pm at the Atwater Library.

Having no other business, members moved to adjournment.

9. Adjournment

MOTION: Member Frandsen, moved to adjourn at 9:16 pm., seconded by Member Candelora.

With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Recording Secretary