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# TOWN OF NORTH BRANFORD

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## North Branford Library Board

Regular Meeting  
March 8, 2017  
7:30 pm  
Smith Library

Present: Debra Falvey, Vice Chairman  
Joan Candelora  
Virginia Fallon  
Theresa Frandsen

Also Present: Library Director Robert Hull

### 1. Minutes of previous meetings

**MOTION:** Member Frandsen moved to approve the minutes of the February meeting, seconded by Member Candelora. With all in favor, motion passed.

### 2. Library Board report

Theresa Frandsen reported that she has heard that computers are not all updated at Atwater Library.

Library Director Robert Hull gave an overview of programs on the computers at both libraries and a history as well as the number of computers at Atwater with programs. He explained they are in the process of updating two more computers.

Vice-Chair Falvey asked for an overview of the procedure for compiling the annual budget. She requested it be presented to the Board in December or a week before the January meeting.

Library Director Robert Hull gave an overview of the procedure for the Budget, stating it would be reasonable to send it out a week before the January meeting. He also stated that by October/November he has a summary of any budget problems or changes.

Vice- Chair Falvey asked for an update on the decision for purchasing Heritage Quest software and SAT prep software.

Library Director Robert Hull stated he would put it on the agenda for next month's meeting.

Vice-Chair Falvey additionally asked for an update on volunteers from the high school to tutor residents needing help with computer skills.

Library Director Robert Hull stated he has reached out to the high school without any success with volunteers. He also stated that library employees do tutor patrons who request it.

Members asked for the potential of a dedicated day for residents to receive computer help as well as the potential for more help and advertising the service.

Vice-Chair Falvey brought up discussion on the seed library, members discussed the potential of beginning the service.

Library Director Robert Hull gave an overview for achieving a successful seed library and the expertise involved. Mr. Hull felt strongly about an experienced gardener having charge of this program.

Vice-Chair Falvey inquired as to the process of hiring the new Library Director.

Library Director Robert Hull referred to the laws of the Town and the Town Manager. Mr. Hull gave a basic overview stating there is usually a committee set up with various expertise on the committee.

Members discussed the potential of meeting during the July and/or August if needed for any discussion or involvement for the new Library Director.

Member Fallon asked for an update on the power washing and grounds maintenance by Public Works.

Library Director Robert Hull stated the power washing has been on their list and the grounds disturbed by the winter weather will be addressed.

Member Fallon asked about questions usually asked at the budget hearing.

Library Director Robert Hull gave an overview of years past and potential questions they are usually asked.

Members discussed the number of patrons, number of library cards, busiest day of the week and other "people centered" information relating to the library.

### 3. Library Director Report

Library Director Robert Hull reported on the following:

- Reporting an incident of a threat made in the library, because this is a police matter not much could be discussed.
- Maker spaces idea is moving forward with library staff continuing to gather information.

- The potential of handmade chest being raffled off with a portion of proceeds going to the library as a fundraiser. Members discussed the appropriateness of the item and will discuss at next meeting.

#### 4. Library road signs

Library Director Robert Hull distributed maps for potential library road signs. He stated the meeting with the Police Commission will be held Monday March 13<sup>th</sup> at 5:00 p.m. at the Police Department.

Mr. Hull overviewed the maps and gave specific information on suggested signs.

Members discussed graphics, speed of traffic and the best way to make signage and the entrance most visible for patrons.

#### 5. Library budget for 2017-2018

Will be held on Tuesday March 14<sup>th</sup> at the Town Hall.

Mr. Hull reported that he and Chairman Davidson met with Town Manager Michael Paulhus who will submit their budget as is. It will be up to the Town Council to approve, he suggested to expect some cuts.

#### 6. Library policies: review and revision

Library Director Robert Hull said this will be an ongoing project.

Members discussed conduct in the library.

Mr. Hull gave an overview on filtering systems for the computers for the future. He suggested members overview the policy pages he forwarded at the February meeting.

#### 7. POCO Festival table

There was nothing to report at this time.

#### 8. Adjournment

**MOTION:** Member Frandsen moved, to adjourn at 8:55 p.m. seconded by Member Fallon. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso  
Library Board Secretary