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TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

North Branford Library Board

Special Meeting
September 27, 2017
7:30 pm
Smith Library

Present: Carol Davidson, Chairman
Debra Falvey, Vice Chairman
Virginia Fallon
Theresa Frandsen

Also present: Interim Library Director Teresa Holabridt

Chairman Davidson opened the meeting at 7:35 pm.

1. Minutes of previous meetings

MOTION: Member Frandsen moved to approve the minutes of the August meeting, seconded by Member Falvey.

Member Fallon opened discussion on the minutes stating the minutes were incomplete. Members discussed the statement read by Chairman Davidson and the appropriateness of handling her read statement.

Motion passed, 3-0-1 with one abstention from Member Fallon.

Member Candelora arrived at 7:38

2. Library Board report

Chairman Davidson reported on the following:

- The committee interviewed seven candidates, all held master's degree and worked in a supervisory position in a public library.
- Two top candidates were selected and will meet with the Town Council in an Executive Session on October 3rd.

- The position is expected to be filled and operating by early November.
- Ms. Davidson overviewed the style and format the interviews were conducted.
- She will release the information on the chosen candidate to the Board as soon as legally possible.

3. Interim Library Director Report

- Interim Library Director Teresa Holabridt reported on the following:
 - The staff met and discussed potentially purchasing book bags. Ms. Holabridt distributed samples of book bags.
 - Members discussed charging a fee and how long to recovery any investment.
 - Member Falvey offered to have the Friends of the Library investigate the potential of the project and cost of purchasing book bags.
 - Purchasing DVD or flash drives and what the procedure would be.
 - She is looking at charges from surrounding libraries for using make spaces. Ms. Holabridt showed an example of checkers made by the maker space 3-d copier.
 - Members discussed time involved, personnel, training and appropriate cost that should be initiated.
 - Ms. Holabridt overviewed programs going on at the libraries
 - Connecticut paranormal program at Atwater on Saturday October 7th at 2 pm
 - Fall festival at Smith Library on Wednesday October 25th at 5 pm
 - Pirates Cove Adventure at Atwater children's department
 - Retirement and Estate Planning programs at Smith in October.
 - Library statistics as of June 2017 were distributed. Members discussed current figures and Chairman Davidson commented on the positive figures for this time of year.
 - Member Falvey questioned how often the statistics would be presented. Chairman Davidson stated it usually presented quarterly.
 - There was discussion on the successful attendance of both libraries especially being open on Sundays.
 - There was discussion on changing the time of the Board meeting.

MOTION: Member Frandsen made a motion to change the time of the start of the meetings to 7 p.m. beginning October 11, 2017, seconded by Member Fallon. With all in favor, motion passed.

- Member Fallon remarked on a library she visited where patrons were charged to special order books.
- Interim Director informed members that the new delivery system began and is working very well.

4. Library Director Progress Report

Discussed under Library Board report.

5. Adjournment

MOTION: Member Frandsen moved to adjourn at 8:18 p.m. seconded by Member Falvey. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Library Board Secretary