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NORTH BRANFORD LIBRARY BOARD

November 8, 2017

7:30 pm

Edward Smith Library

Agenda

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

Also present: Library Director Lauren Davis.

Chairman Davidson opened the meeting at 7:38 pm.

1. Minutes of October meeting

MOTION: Member Falvey moved to approve the minutes of the September meeting, with the following corrections on page 3, first paragraph the sentence should read that a more public face on the Library Director would be beneficial; the next sentence when speaking about writing letters Member Falvey was referring to articles in the local newspapers to be written periodically. Seconded by Member Frandsen. With all in favor, motion passed.

2. Library Board Report

Chairman Davidson reported that she had been informed that Member Candelora is no longer a Board Member. Members discussed proper channel of communication for resigning.

Member Fallon gave an overview of the proper procedure for resignations.

Chairman Davidson opened discussion on potentially enlarging the Library Board. Members discussed possibly expanding to a number of seven people.

After a discussion on the Sound Newspaper doing an article on the new Library Director, Library Director Lauren Davis informed members she will be interviewing with Pam Johnson tomorrow.

3. Library Director Report

Library Director Lauren Davis reported to members that during her first 10 days she has been touring the buildings and has dealt with lighting, heating and cooling issues. Ms. Davis also talked about the challenges of maintaining two buildings.

Ms. Davis overviewed having a possible energy audit for potential lightbulb replacement or the Neighborhood Assistance Act for a potential grant.

Ms. Davis informed members that Fiber One is now installed at Atwater Library, which is making the internet much faster

She also discussed the recent information she received on a small theft problem at Atwater, discussion ensued regarding a potential wireless security system.

Member Fallon informed members of a company that presented a program to the Town Council and wanted to address the lighting needs of the Town, she suggested Ms. Davis reach out to the Town Manager for the name of the company and the status of their presentation.

Ms. Davis informed members she is considering moving the book sale that is housed in the seminar room closer to the entrance and possibly presenting them in a more festive display. She talked about making them more visible and accessible for patrons to purchase them.

The Christmas Tree for Seniors Program will have some changes this year. The library will be working with the Senior Center and will include local residents with details still being finalized. Members discussed best way to fulfill gifts for local seniors.

Ms. Davis spoke about meeting individually with each staff members and finding lack of consistency between the two libraries. Ms. Davis is trying to coordinate the two libraries.

Ms. Davis distributed the annual report which is required by the State for aid. She gave an overview of what it consists of, there was discussion about the potential of losing aid for the Library. Ms. Davis will check to see what they received in aid last year.

Member Falvey opened discussion on the remarkable job that Ms. Davis is doing in such a short period of time. All members concurred and thanked her for jumping in so quickly.

Members discussed the potential of a retirement on the staff and Ms. Davis gave an overview of some preliminary work she could do as well as her opinion of the best qualifications for working with the public.

4. Library Meeting Room policy

Ms. Davis opened discussion on protocol for reserving meeting rooms.

Currently the charge is \$25.00 for the Community Room and \$10.00 for the Seminar Room with funds going into the gift fund. Members discussed potential set policies and posting them. Ms. Davis overviewed surrounding towns libraries policies and charges.

Chairman Davidson suggested a log be kept giving an idea of amount of usage, why the room is used, who is using it, and the amount of afterhours usage.

5. Adjournment

MOTION: Member Frandsen moved to adjourn at 8:50 p.m. seconded by Member Fallon. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Library Board Secretary