

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – November 13, 2008

President Ned Moore called the meeting to order at 4:01PM.

PRESENT: Ned Moore, President, Bob Feinson, Vice President, Dimples Armstrong, Joan Damia, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director.

1. Minutes – October 16, 2008

***Motion made by Mr. Goodman to accept the minutes of the October 16, 2008 meeting. It was seconded by Mr. Mosley and approved unanimously.**

Mr. Moore welcomed Stephanie Simon, a member of the public who came to speak to the Board. Ms. Simon stated that she felt the fines for late VHS tapes were too exorbitant at \$1 per day. Additionally, she felt that computer use should be allowed even when fines have not been paid. Mr. Moore thanked Ms. Simon for coming and explained that Mr. Hasskarl will review the fines with the Library Management Team and will bring their decision to the Board for input.

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the October report. Expenses for October included: attendance at a workshop by two of the Junior Librarians; web design work; an open order for supplies for the customer printers; chairs and shelving; a new sign for A/V; and open orders for books. The Farioly Fund had some discrepancies that were brought to the attention of the City of Danbury Finance department who corrected these discrepancies. Mr. Garrick of the Finance department let Mr. Hasskarl know that the inconsistencies were due to incorrect recording of the prior year's interest.

***Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**

The Board reviewed the motion made at the October 16, 2008 meeting to have the Keyscan lock system expense charged to the Farioly Fund instead of Libraryfund.5679 (materials/supplies/Long-Range Plan). The Board agreed that Mr. Palanzo of Public Buildings had been clear that there was no money available in the City budget. Mr. Hasskarl explained to the Board that the guidelines for use of the Farioly Fund indicate that funds should be used for the benefit of those who use the Library, hence the customers, not the staff, and that all monies used from this fund require the approval of the Common Council. The Board felt that the Keyscan lock system would be of benefit to all and have requested that Mr. Hasskarl pursue getting approval by the Common Council.

Mr. Hasskarl asked the Board to approve the use of Libraryfund Staff Development funds to acquire an American Express corporate business card through the Connecticut Library Consortium to be used for staff travel and conferences. Mr. Hasskarl would make the determination of expenses to be charged to the card and additional funds would be added to the Purchase Order for the card as needed.

***Motion by Mr. Hoffer to approve an initial Purchase Order of \$2,500.00 with CLC for an American Express corporate business card with additional monies to be added as necessary. It was seconded by Mr. Mosley and approved unanimously.**

3. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that the total circulation is up 8% over the same time last year. The staff is still working on weeding out all the VHS tapes and replacing them with DVD's. 70% of total circulation is handled by the self-check units, and the statistics regarding the circulation of children's items in October have been adjusted to reflect the correct information and still reflect an increase of 14% in circulation.

***Motion made by Mr. Goodman stating that the closing of the Danbury Library on Friday has deprived 5,000 people of the use of the Library. The Library Board requests that Mayor Boughton rescind the Friday closing of the Library. It was seconded by Mr. Mosley and approved unanimously.**

Personnel: Mr. Hasskarl reports that the nine candidates that were approved by the Civil Service Commission for the position of Assistant Director will be interviewed by a panel of area librarians on Monday, November 17, 2008. The top six candidates from this review will then be interviewed by Mr. Hasskarl and Personnel. Mr. Hasskarl hopes to have a new Assistant Director by January.

Programs & Services: Mr. Hasskarl reported that the November 5, 2008 OBOC event featuring Jhumpa Lahiri, the author of *The Namesake*, was attended by over 700 people. Mr. Hasskarl informed the Board that the overall response to the OBOC event has been extremely positive, and while it was very time consuming, it was also very rewarding. Mr. Hasskarl wanted to recognize the work of Maryellen DeJong and Lesley Boruch who served on the steering committee of OBOC and of Mary Monahan, John O'Donnell and Andrea Randhahn who conducted some of the book discussions.

***Motion made by Ms. Armstrong to recognize Mr. Hasskarl, Ms. DeJong, Ms. Boruch, Ms. Monahan, Mr. O'Donnell and Ms. Randhan for their work on OBOC events which they accomplished graciously and efficiently. It was seconded by Mr. Goodman and approved unanimously.**

Building & Security: Mr. Hasskarl informed the Board that the old cooling tower has been removed and repairs to the roof will be made before the new cooling tower is installed.

4. President's Report – Ned Moore

Mr. Moore reported to the Board that the committee established by the Common Council to review the Union Savings Bank's request regarding renovations and lease amendment has not yet set a date to meet. Mr. Moore pointed out the article in *The News-Times* on November 6, 2008 about Union Savings Bank's request with input from Mr. Moore, Mr. Hasskarl and Mayor Boughton. Jean Natale, City Clerk, will notify Mr. Moore when the meeting is scheduled, and Mr. Moore asks that the Board members plan on attending the meeting as a show of support. Mr. Hasskarl and Mr. Moore will present information on how the Library would use the space currently occupied by the Union Savings Bank, and include information from the State of Connecticut which indicates that the Library should currently have at least 53,000 square feet and only has 45,000 square feet of space. Mr. Moore has asked Board members to contact those Common Council members who are serving on the committee to let them know where the Board stands on this matter. Additionally, Mr. Moore has asked Board members to be ready to contact 2-3 Common Council members after the committee meets and before the committee's decision is brought to the Common Council for a vote.

5. New Business – Ned Moore

Mr. Moore reminded the Board that the minutes from their meetings will now be posted on the Danbury Library's website within 7 days after their meeting as per Connecticut state law. Mr. Moore appointed Mr. Feinson, chairman, Ms. Armstrong and Mr. Mosley to serve on the Finance Committee. Mr. Moore asked the Nominating Committee of Mr. Hoffer, chairman, Ms. Damia and Mr. VanClief to have nominations prepared for the December meeting of the Library Board of Directors.

***Motion made by Mr. Goodman to adjourn at 5:07PM. It was seconded by Mr. Feinson and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date _____

**MOTIONS OF THE BOARD OF DIRECTORS
OF THE DANBURY PUBLIC LIBRARY**

November 13, 2008

- 1. *Motion made by Mr. Goodman to accept the minutes of the October 16, 2008 meeting. It was seconded by Mr. Mosley and approved unanimously.**
- 2. *Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**
- 3. *Motion by Mr. Hoffer to approve an initial Purchase Order of \$2,500.00 with CLC for an American Express corporate business card with additional monies to be added as necessary. It was seconded by Mr. Mosley and approved unanimously.**
- 4. *Motion made by Mr. Goodman stating that the closing of the Danbury Library on Friday has deprived 5,000 people of the use of the Library. The Library Board requests that Mayor Boughton rescind the Friday closing of the Library. It was seconded by Mr. Mosley and approved unanimously.**
- 5. *Motion made by Ms. Armstrong to recognize Mr. Hasskarl, Ms. DeJong, Ms. Boruch, Ms. Monahan, Mr. O'Donnell and Ms. Randahan for their work on the OBOC event which they accomplished graciously and efficiently. It was seconded by Mr. Goodman and approved unanimously.**
- 6. *Motion made by Mr. Goodman to adjourn at 5:07PM. It was seconded by Mr. Feinson and approved unanimously.**