

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – December 11, 2008

President Ned Moore called the meeting to order at 4:00PM.

PRESENT: Ned Moore, President, Bob Feinson, Vice President, Joan Damia, John Hoffer, Bob Mosley, Douglas VanClief, Mark Hasskarl, Director, Olga Pina, FRIENDS.

1. Minutes – November 13, 2008

***Motion made by Mr. Mosley to accept the minutes of the November 13, 2008 meeting. It was seconded by Ms. Damia and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the November report. There were no Library Board expenses in November. The City of Danbury has instituted a spending freeze, and all new requests for spending must be sent with a written business justification approved by Mr. Hasskarl which is then reviewed by David St.Hilaire, Director of Finance, who makes the final decision. Dan Garrick of the Finance Department has informed Mr. Hasskarl that the report on the Farioly funds will be modified to make it easier to understand. The Board has requested that the “Total Income” line in the first section of the Farioly Report be listed as “Total Balance”. Mr. Hasskarl reports that the Finance Department still has not yet provided any information about interest earned on Learmont investments.

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

3. FRIENDS OF THE DANBURY LIBRARY – Olga Pina

Ms. Pina reported that the FRIENDS membership currently consists of 254 members. The FRIENDS portfolio is down at this time. The December Holiday Book Sale made a profit of \$557.75, and the profit from the October book sale was about \$34,000 after expenses. Ms. Pina also reported that an application form has been developed for anyone interested in serving on the FRIENDS Board, thus eliminating the need for a resume.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that total circulation is up 6% over last year at this time, although there has been a drop of more than 10,000 people entering the library because of the Friday closings. Because the per capita circulation is up, there is little to no down time for the staff who are already stretched to the limit due to the fact that the Library is short-staffed. Mr. Hasskarl reports that the per capita circulation is increasing. The redesign of some Library websites, such as the new Language Center site, has more people accessing programs on-line.

Personnel: Mr. Hasskarl reported that the position of Assistant Director has been offered to one of the candidates; and pending the results of the background check and physical, she should start in January. The two page positions that the Mayor approved have been posted in the Library and on the City and Library websites. The Mayor has also officially agreed to allow the Library to find a replacement for Veronica Stevenson in the Junior Library.

Programs & Services: Mr. Hasskarl is still working on the Praxair Grant which will be used to enhance the self-check units. The fine policies and procedures are being reviewed by Mr. Hasskarl and Ms. Eisenberg to be sure that they are reasonable and fair. This review was prompted by a concern expressed by a library customer who attended the November meeting to express her opinion that the fines and policies are unfair, especially that she is unable to use the Library computers until she pays her fines that prevent her from using her card. Mr. Hasskarl has met with the customer and offered to set up a payment schedule for her to pay off her fines, but she was not agreeable to this solution. She has already had fines waived several times in the past. Mr. Hasskarl reported that partial use of a Library card to allow only computer use is not possible with our current system. Mr. Hasskarl reported that the Mayor informed him that he will reconsider having the Library closed on Friday after March, when the current DMEA contractual obligation to close on Fridays ends.

Building & Security: The new cooling tower has been installed, but the hook-up is not yet completed. The Keyscan door locks have been installed, and Public Buildings has been informed of staff access required, but the locks have not yet been activated.

Policy Review: The Room Use Policy was reviewed, and on page 1, paragraph 4, the second sentence will be changed to read, "Other uses in priority order are:"

***Motion by Mr. Hoffer to accept the Room Use Policy with the wording amendment. It was seconded by Ms. Damia and approved unanimously.**

Mr. Hasskarl reported that the Management Team is currently reviewing the policy regarding Removal of Patrons and will have this policy ready for Library Board review in January.

5. President's Report – Ned Moore

Mr. Moore suggested to the Library Board and they agreed that a letter of thanks be sent to Veronica Stevenson for her years of service to the Danbury Library.

Mr. Moore reported that no meeting date has been set for the ad-hoc committee that has been appointed by the Common Council to review the Union Savings Bank lease. Jim Johnson, who was on the committee, has been appointed Fire Marshall and will be leaving Common Council, and it is unclear if he will be replaced. Mr. Moore asked the Library Board to attend the ad-hoc committee meeting when it takes place as a show of support for the Library's need for the space. Mr. Moore will inform the Library Board when the meeting is scheduled.

6. Old Business – Mr. Hoffer

Mr. Hoffer, chairman of the Nominating Committee, which also included Mr. VanClief and Ms. Damia, submitted the nominations for the officers of the Library Board of Directors: Mr. Moore for President, Mr. Feinson for Vice-President, Mr. Mosley for Treasurer, and Ms. Damia for Secretary. All those nominated have indicated they would be willing to serve.

***Motion made by Mr. VanClief to accept the nominations for the officers for the Library Board of Directors. It was seconded by Mr. Mosley and approved unanimously.**

The Budget Committee will meet after the City budget has been approved. Mr. Hasskarl informed the Board that the Mayor has asked each department to keep its budgets flat and to make cuts wherever possible.

7. New Business – Mr. Hasskarl

Mr. Hasskarl presented the Library Board with the recommended schedule for the Library Board 2009 meetings.

***Motion made by Mr. Hoffer to accept the schedule for the Library Board 2009 meetings. It was seconded by Mr. Feinson and accepted unanimously.**

***Motion made by Ms. Damia to adjourn at 4:54PM. It was seconded by Mr. Mosley and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date _____

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

December 11, 2008

- 1. *Motion made by Mr. Mosley to accept the minutes of the November 13, 2008 meeting. It was seconded by Ms. Damia and approved unanimously.**
- 2. *Motion made by Mr. Feinson to approve the financial report as presented. It was seconded by Mr. Mosley and approved unanimously.**
- 3. *Motion by Mr. Hoffer to accept the Room Use Policy with the wording amendment. It was seconded by Ms. Damia and approved unanimously.**
- 4. *Motion made by Mr. VanClief to accept the nominations for the officers for the Library Board of Directors. It was seconded by Mr. Mosley and approved unanimously.**
- 5. *Motion made by Mr. Hoffer to accept the schedule for the Library Board 2009 meetings. It was seconded by Mr. Feinson and accepted unanimously.**
- 6. *Motion made by Ms. Damia to adjourn at 4:54PM. It was seconded by Mr. Mosley and approved unanimously.**