

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – February 19, 2009

President Ned Moore called the meeting to order at 4:02PM.

PRESENT: Ned Moore, President, Bob Feinson, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Michele Capozzella, Assistant Director.

1. Minutes – January 15, 2009

***Motion made by Mr. Goodman to accept the minutes of the January 15, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the January report. The State of Connecticut sent a check in the amount of \$4437.00 for state aid. Expenses included setting up a purchase order for books and payment for films. Mr. Hasskarl reported that there are still some unanswered questions regarding the Farioly Report and that the expense for the Keyscan system is still charged under Libraryfund. Mr. Hasskarl hopes to set up a meeting with Dan Garrick to resolve these issues.

Mr. Hasskarl reported that the original budget submitted for the Library for the 2009/2010 fiscal year was approved, but the Mayor has since asked for a proposed budget with a 5% cut. This proposed budget has been submitted, and the Mayor has explained that it is hoped that the 5% cut will not be necessary. In order to achieve the 5% budget cuts, it was necessary to reduce money requested for materials. These materials may need to be purchased through use of board, Farioly or Learmont funds. All City of Danbury unions are voting on amending the 3% pay raise to be split between 1.5% in July and the other 1.5% in January. The City of Danbury hopes that if this measure passes and employees leave through attrition, it will lessen the possible full-time layoffs that may be necessary.

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

3. FRIENDS OF THE DANBURY LIBRARY

Mr. Mosley and Mr. Feinson reported that the FRIENDS mini book sale will be held on Saturday, March 14, 2009

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that total circulation continues to be up over the same period last year. VHS and Books-on-Tape continue to be weeded as these are no longer viable technology. Tell-Me-More has replaced Rosetta Stone for language learning as Rosetta Stone is no longer available to Libraries. Tell-Me-More has been well received and can be used from home with a valid Library card. Mr. Hasskarl explained that a customer is considered inactive if he has not used his card in the last 18 months.

Personnel: Mr. Hasskarl informed the board that 10 applications for the position of Junior Services Librarian were received, and the Civil Service Commission approved 4 of them for review by a panel of Librarians. After this review has been completed, Mr. Hasskarl, Ms. Capozzella and the Director of Personnel will interview the remaining candidates. Mr. Hasskarl hopes to have a new Junior Services Librarian in place by July.

In addition to the Junior Services Librarian position, the positions of AV Coordinator, Automation Coordinator, and several part-time positions are still open. Due to the hiring freeze, the Library is unable to fill these positions at the present time.

Programs & Services: Mr. Hasskarl reports that according to Mayor Boughton, the Library will reopen on Fridays after Memorial Day. At that time the Library will be open from Monday through Saturday and closed on Sundays following the regular summer schedule. The Library should reopen 7 days a week after Labor Day.

Mr. Hasskarl will begin work on the Praxair Grant request to upgrade the current self-check machines. The upgrade will improve the way material is desensitized and will allow digital scanning of the Library card along with the materials being checked out. Mr. Hasskarl, Ms. Capozzella and Ms. Eisenberg will be reviewing the current fine policies and procedures for update.

Building & Security: Rick Palanzo has informed Mr. Hasskarl that the programming necessary for the automated key-scan entry system has been completed, and the system should be activated shortly. The building is currently open beginning at 6:00AM during the week, and the first staff people arrive around 7:00AM. The key-scan system will ensure that the building is secure until staff members are actually present. The Security Officer opens the building around 8:30AM on Saturdays and 11:00AM on Sundays.

Policy Review: The board reviewed the revisions suggested by the Management Team for the "Materials Selection Policy." Mr. Feinson requested that on page 2, the last paragraph under GIFTS, the word "same" be added to the sentence, "The Library reserves the right to evaluate and to dispose of gifts in accordance with the same criteria applied to purchased materials."

***Motion made by Mr. Mosley to approve the “Materials Selection Policy” originated May 4, 2006, as amended by the Management Team and Mr. Feinson It was seconded by Mr. Hoffer and approved unanimously.**

5. President’s Report – Ned Moore

Old Business: Mr. Moore requested that board members begin calling the Common Council members to let them know that the board does not support extending the Union Savings Bank lease. Please emphasize that you are aware that the ad-hoc committee has not met yet, but that this is an important issue that needs to be addressed. Mr. Hasskarl will email all board members with the list of those members of Common Council they agreed to call. Mr. Hoffer has been given this list already as he does not have email.

New Business: Mr. Hoffer asked Mr. Hasskarl to check if the cooling tower is completely installed and functional and that the whole HVAC system is working properly prior to the beginning of the hot weather. Additionally, in anticipation of the warmer weather, Mr. Hoffer asked that Mr. Hasskarl find out who is responsible for the care of the Plaza and the fountain and when the fountain will be up and running.

***Motion made by Mr. Goodman to adjourn at 4:45PM. 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**

February 19, 2009

- 1. *Motion made by Mr. Goodman to accept the minutes of the January 15, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**
- 2. *Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Mosley and approved unanimously.**
- 3. *Motion made by Mr. Mosley to approve the “Materials Selection Policy” originated May 4, 2006, as amended by the Management Team and Mr. Feinson It was seconded by Mr. Hoffer and approved unanimously.**
- 4. *Motion made by Mr. Goodman to adjourn at 4:45PM. It was seconded by Mr. Feinson and approved unanimously.**