

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – May 14, 2009

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

PRESENT: Ned Moore, President, Dimples Armstrong, Joan Damia, Gary Falkenthal, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Michele Capozzella, Assistant Director, Tanya Castiglione, FRIENDS.

Mr. Hasskarl informed the Board that he wanted to let them know that he misspoke at the April 16, 2009 board meeting when he stated that the Mteam had approved the expenditure of \$2,383.00 to purchase the newest version of the WinWay Resume Deluxe software for the library. This expense was never brought to the Mteam for its approval, but staff members from the Technology Center and Community Relations had made the recommendation to Mr. Hasskarl.

1. Minutes – April 16, 2009

***Motion made by Ms. Damia to accept the minutes of the April 16, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the April report. Expenses included reimbursement for travel to meetings and workshops and supplies needed by the library. The Farioly Report now reflects the interest for both the Farioly and the Learmont funds broken out separately. There were some questions about the Farioly Report, and Dan Garrick in Finance will be contacted.

***Motion made by Ms. Armstrong to approve the financial report as presented. It was seconded by Ms. Damia and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Tanya Castiglione

Ms. Castiglione reported that the FRIENDS have diminished income from investments. The membership remains about the same and additional ways of increasing the membership are being investigated. Two additional members have joined the board, and two prospective board members will be decided upon at the May 18th meeting. The FRIENDS are concerned about the need to change the library hours. At least two members have written to the News-Times about the recent hour adjustments, and the main concern of the FRIENDS continues to be the long-unfilled staff positions, particularly senior/supervisory staff, which unrealistically overextend remaining staff and cause program and service cutbacks.

The FRIENDS also support the library in its request to have the Union Savings Bank lease for the lower level of the Technical Center end in 5 years instead of another 20. The FRIENDS recognize that Union Savings Bank has been supportive of the Danbury Library but feel an urgent requirement of the library will be for additional space for Danbury's existing and growing needs. The meeting of the Common Council ad hoc committee to discuss the current lease has been cancelled, and the Mayor expects that a solution will be announced in six weeks that will benefit the bank and the library.

The library board wanted to thank the members of the FRIENDS who have written to the News-Times to support the library in the necessary reduction of hours due to staff shortages and all the FRIENDS for their continued support.

Mr. Falkenthal asked how the FRIENDS monies are used to support the library. Mr. Hasskarl informed the board that each library department submits requests for programs, supplies, etc., and these are presented to the FRIENDS for approval. No requests are made for capital projects. The FRIENDS bylaws indicate that they exist to support the creativity of the library staff.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that circulation remains at 2% over last year even with the Friday closing.

Personnel: Mr. Hasskarl informed the board that he and Ms. Capozzella met with Mayor Boughton and Wayne Shepperd on May 13, 2009, and a new schedule was approved by the Mayor for summer hours from Memorial Day through Labor Day. The schedule includes the long-standing Sunday closing in the summer and only shortens the total library schedule by 3 hours for the summer because of reopening on Friday from 10AM-5PM. This new schedule will go into effect on Sunday, May 24, 2009. The schedule will be reviewed again prior to Labor Day so that a decision on the fall and winter hours can be made. In addition to the change in the scheduled hours, there will need to be some reductions in service and programs as the Mayor suggested to allow the public service desks to be staffed at all times the library is open to the public. Mr. Hasskarl and Ms. Capozzella will be meeting with each department to determine what programs and services will need to be scaled back until the library is once again fully staffed. The new library hours will be announced via a press release in the next few days, and there will be signage posted in the library and on the website. Phone messages will also be amended to indicate the change in hours and the reduction of programs and service. Ms. Armstrong indicated that when the library is once again fully staffed, she would like to see the library open on Sunday all year long.

***Motion by Mr. Mosley to accept the newly adjusted summer hours for the library to be in effect from Memorial Day through Labor Day. It was seconded by Ms. Armstrong and approved unanimously.**

Mr. Mosley informed the board that Ms. Capozzella did an outstanding job when meeting with Wayne Shepperd of the Mayor's office to review the library's hours and staff concerns as Mr. Hasskarl was unable to be present due to breaking his ankle. Ms. Capozzella was the best representative that the library could have had.

The library board wanted to thank Ms. Capozzella for her work with Wayne Shepperd and for the exemplary and diplomatic way that she has handled the entire situation and worked to resolve the matter in a way that would benefit both the public and the staff.

Programs & Services: Mr. Hasskarl asked the library board to approve the closing of the library on Saturday, July 4, 2009. The city holiday is Friday, July 3rd and the library is closed on Sunday in the summer. If the board approves this request, Mr. Hasskarl will ask the Mayor for his approval as well.

***Motion by Ms. Armstrong to close the library on Saturday, July 4, 2009. It was seconded by Ms. Damia and approved unanimously.**

Mr. Hasskarl informed the board that after reviewing the current fine policies and procedures, it has been decided that there will be no changes at this time.

Building & Security: Mr. Hasskarl reported that the Keyscan system for the exterior entrance to the library and the three interior doors is now active. Mr. Hasskarl further reminded the board that the Keyscan system was put in place for security reasons.

5. President's Report – Ned Moore

Mr. Moore expressed his thanks to all the board members for contacting members of the Common Council regarding the Union Savings Bank lease.

Mr. Hasskarl thanked the members of the board for their calls and get-well wishes when he broke his ankle.

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

Respectfully submitted by,

Margaret Franks

Date: _____

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

May 14, 2009

- 1. *Motion made by Ms. Damia to accept the minutes of the April 16, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**
- 2. *Motion made by Ms. Armstrong to approve the financial report as presented. It was seconded by Ms. Damia and approved unanimously.**
- 3. *Motion by Mr. Mosley to accept the newly adjusted summer hours for the library to be in effect from Memorial Day through Labor Day. It was seconded by Ms. Armstrong and approved unanimously.**
- 4. *Motion by Ms. Armstrong to close the library on Saturday, July 4, 2009. It was seconded by Ms. Damia and approved unanimously.**
- 5. *Motion made by Mr. Hoffer to adjourn at 4:54PM. It was seconded by Ms. Armstrong and approved unanimously.**