

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – September 10, 2009

President Ned Moore called the meeting to order at 3:59PM.

PRESENT: Ned Moore, President, Dimples Armstrong, Joan Damia, Gary Falkenthal, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Michele Capozzella, Assistant Director, Connie Kaufman, FRIENDS, Maryellen DeJong.

1. Minutes – July 16, 2009

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

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the reports for both July and August. There were no board expenses in July. August expenses included fees for memberships, printing, books and films. Mr. Hasskarl reported that there is no Farioly Report as the City Finance Department is working on simplifying the report format.

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

Farioly Fund Request: Mr. Hasskarl asked the board to approve the expenditure of \$18,005.46 to upgrade the projection and sound systems for the Farioly Program Room as the current equipment no longer works or fails on a regular basis. Maryellen DeJong, Community Relations Coordinator, questioned why the monies received from the rental of the meeting room over the years were not being accessed for this purpose as this money is collected for upgrades to the Farioly Program room and has yet to be used. Mr. Hasskarl explained that he did not want to ask for any more board money to be spent in lieu of the fact that the library needed to use so much of the board money just to cover basic operating expenses. Mr. Hoffer once again expressed his concern that board money was covering basic operating expenses that should be paid by the City of Danbury, thus leaving less money for enhancements. Mr. Hoffer's concern is that the City will no longer feel the need to pay for basic expenses if the board is willing to cover these costs. Mr. Hasskarl informed the board that the new Connecticut State Budget maintains funding for libraries, and the money the board receives from Connecticut will continue.

***Motion made by Mr. Goodman to accept the request to use \$18,005.46 from the Farioly Fund to upgrade the projection and sound systems in the Farioly Program Room. It was seconded by Mr. Falkenthal. It was approved by a vote of five in favor and one opposed.**

3. FRIENDS OF THE DANBURY LIBRARY – Connie Kaufman

Ms. Kaufman introduced herself to the board and explained that she joined the FRIENDS board in May, 2009. Ms. Kaufman reported that after elections, the current FRIENDS board consists of Tanya Castiglione, President, Anne Leclercq, Vice President, Sydnye Cohen, Secretary, and Lisa Keller, Treasurer. A new membership committee has been formed and invites any board member who is not currently a member of the FRIENDS to join. The FRIENDS are gearing up for their annual Book Sale on Columbus Day weekend to be held at the PAL Center. Ms. Kaufman spoke to the board about the One Book One Community and One Book One Lake events that are supported by the FRIENDS.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that during the 2008-2009 fiscal year total circulation was up despite the fact that the library was closed on Fridays beginning in September. Currently circulation is down 3% from the same time last year, but the library was also open seven hours less per week this July and August as opposed to the previous year due to staff shortages. Mr. Hasskarl reported that the Management Team reviews statistics each month to track trends and to take action when necessary. The library staff is closely tracking program and class attendance to determine if changes need to be made in program times or formats or if a program needs to be put on hold if attendance is extremely poor. Mr. Hasskarl also reported that the number of items checked out on the self-check machines dropped in July and August due to some problems with the new system. These problems have been addressed and some on-going issues are in the process of being resolved. The new upgraded system was put in place to reduce the number of alarms triggered when items are not desensitized properly, allow the use of key-chain cards, and make the entire operation smoother. Several board members expressed the opinion that the new system is not an improvement but a step back.

Personnel: Mr. Hasskarl reported that the three in-house candidates for the position of Head of Lending Services were approved by the Civil Service Commission, but no interview panel has been set up yet. The DMEA Union extended the 4-day work week for union members through June 30, 2010. City Hall will remain closed on Friday, and full-time library employees can choose a 4- or 5-day work week.

Programs & Services: Mr. Hasskarl reported that the library is now open on Sunday from 1PM-5PM and all day Saturday from 10AM-5PM. The Technology Center will only be open to the public from 1PM until closing Sunday through Friday and all day on Saturday due to staffing shortages. The board expressed its dismay at the fact that such a vital resource is unavailable. The question was raised about using volunteers to staff the Technology Center or other areas in the library. Mr. Hasskarl, Ms. DeJong and Ms. Capozzella explained that volunteers cannot perform the duties of a union member and that while volunteers are wonderful, they are not reliable on a regular basis. Additionally, guidance has been requested from the union regarding how volunteers can be used. Additional changes to programs and services include allowing holds only on items not currently on the shelves and the ability to renew 7-day DVDs for an additional 7 days. Due to staffing shortages and budget constraints, the ESL Talk-Time Sessions and Spanish computer classes will not be held at this time.

Mr. Hasskarl asked the board to approve the closing of the library at 5PM on Thanksgiving Eve, November 25, 2009. The Mayor's approval will be needed upon board approval.

***Motion made by Ms. Armstrong to approve the library closing at 5PM on November 25, 2009, Thanksgiving Eve. It was seconded by Mr. Goodman and approved unanimously.**

Building & Security: Mr. Hasskarl reported that the Keyscan system is working properly; and while all staff can access the building with their Keyscan card, only management and a select few have been assigned security codes to deactivate the security alarm.

Policy Review: Mr. Hasskarl presented the amended "Danbury Public Library Internet Use Policy" to the board for their review and approval. Mr. Hasskarl explained that Ms. DeJong had found an internet use policy used by the public library in Glendale, CA, and the Management Team incorporated many of the ideas from this policy bringing the library's policy up-to-date. Mr. Hasskarl also explained that the section entitled "Please Be Aware" is currently being reviewed by Corporation Counsel and that the board would be voting on the policy minus this section. Mr. Mosley expressed his concern that the policy is specific to use of the internet in the interior of the library. It was agreed that Mr. Hasskarl would speak to Corporation Counsel to see if the "Please Be Aware" section is sufficient to cover use of the internet on the Library Plaza and in the parking areas as well. If this is not the case, an addition will be made to the section entitled "Wireless Connectivity & Laptops" changing the last sentence to "...guidelines apply to laptop use in the library *and on library grounds.*"

***Motion made by Mr. Mosley to approve the amended “Danbury Public Library Internet Use Policy”, minus the “Please Be Aware” section at this time and including the possible change regarding use of the internet on library grounds as well as in the library, depending upon the decision of Corporation Counsel. It was seconded by Ms. Armstrong and approved unanimously.**

5. President’s Report – Ned Moore

Mr. Moore noted that Mayor Boughton recently spoke to the Danbury Men’s Club and made a point of thanking the Library staff for working so hard during these difficult times.

6. Old Business – Mark Hasskarl

Praxair Foundation Grant: Mr. Hasskarl reported that the Praxair Foundation Grant has been awarded to the library in the full amount of \$16,300.00 to upgrade the computer reservation system. This grant will be submitted to Common Council in October for approval.

Farioly Fund Review: Mr. Hasskarl provided the board with the two resolutions regarding the use of the Farioly Fund money. The funds can only be used to expand or enhance the programs, services and facilities of the library and only the Library Board can approve use of these funds.

***Motion made by Mr. Goodman to adjourn at 4:59PM. 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**

September 10, 2009

- 1. *Motion made by Mr. Mosley to accept the minutes of the July 16, 2009 meeting. It was seconded by Ms. Damia and approved unanimously.**
- 2. *Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. Goodman and approved unanimously.**
- 3. *Motion made by Mr. Goodman to accept the request to use \$18,005.46 from the Farioly Fund to upgrade the projection and sound systems in the Farioly Program Room. It was seconded by Mr. Falkenthal. It was approved by a vote of five in favor and one opposed.**
- 4. *Motion made by Ms. Armstrong to approve the library closing at 5PM on November 25, 2009, Thanksgiving Eve. It was seconded by Mr. Goodman and approved unanimously.**
- 5. *Motion made by Mr. Mosley to approve the amended “Danbury Public Library Internet Use Policy”, minus the “Please Be Aware” section at this time and including the possible change regarding use of the internet on library grounds as well as in the library, depending upon the decision of Corporation Counsel. It was seconded by Ms. Armstrong and approved unanimously.**
- 6. *Motion made by Mr. Goodman to adjourn at 4:59PM. It was seconded by Mr. Mosley and approved unanimously.**

