

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – October 15, 2009

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

PRESENT: Ned Moore, President, Rob Feinson, Vice President, Gary Falkenthal, John Hoffer, Robert Mosley, Mark Hasskarl, Director, Sydney Cohen, FRIENDS.

1. Minutes – September 10, 2009

***Motion made by Mr. Mosley to accept the minutes of the September 10, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the report for September. Board expenses included expenses for staff development, memberships, book, films and supplies. Finance is working on the Farioly report and the Library Fund reports to be sure all the information is understandable .

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

Mr. Hasskarl reported that the transfer of funds from “Salaries Regular” to “Part-time Salaries” was approved by Finance. This transfer brought the part-time salaries up to the minimum needed to cover part-time hours and gave a few thousand extra to cover when part-timers are needed to cover full-time absences. Mr. Hasskarl explained to the Board that David St. Hilaire, Director of Finance for the City of Danbury, felt that Learmont funds could not be spent without the approval of Common Council. Mr. St. Hilaire agreed to having the Library Board approve expenses of \$500.00 or less from Learmont, but expenses over \$500.00 would need to go to Common Council .

***Motion made by Mr. Hoffer to approve the expenditure of \$1,341.00 to Lexicon Bilingual Resources for a 12-volume course to learn English and \$700.00 to Delta Systems Co., Inc. for ESL books from the Learmont Fund. It was seconded by Mr. Feinson and approved unanimously.**

The Library Board did not feel that Common Council needed to approve expenditures from the Learmont Fund and asked Mr. Hasskarl to pull together all the information available on the Learmont gift and to check with the Finance department about separating

the Learmont Fund monies from the Farioly Fund and investing and tracking them separately. The Library Board will review this information at the November Board meeting.

Mr. Hasskarl asked the Library Board if they would consider reimbursing him for the \$108.00 that he fronted for flu shots for three part-time employees who do not have health insurance. All part-time staff members were asked to let Mr. Hasskarl know if they needed the cost of their flu shots covered due to lack of insurance and three part-time employees responded affirmatively.

***Motion made by Mr. Feinson to reimburse Mr. Hasskarl for \$108.00 for the flu shots for the three part-time employees. It was seconded by Mr. Mosley and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Sydnye Cohen

Ms. Cohen reported that the FRIENDS Book Sale grossed about \$42,500.00. The FRIENDS wanted to thank and acknowledge the hard work and efforts of Mr. Feinson and Mr. Mosley along with all those who helped and worked hard to make the book sale such a success. The book sale also brought in nine new members to the FRIENDS. The FRIENDS currently have 260 members, and a survey of other FRIENDS groups in Connecticut revealed that the number of members for the FRIENDS of the Danbury Library is much lower than other Connecticut libraries. The FRIENDS asked that membership applications be sent to Library Board members who do not currently belong to the FRIENDS. The One Book, One Community events, sponsored in part by the FRIENDS of the Danbury Library, are going well. The FRIENDS will be holding a “Nearly New Holiday Book Sale” on Saturday, December 12, 2009 from 10am-2pm.

4. Director’s Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that circulation was down in September; and while this is a normal trend for this time of year, the Management Team has reviewed ways to beef up circulation which include new ways to display books and A/V materials. The self-check machines are still experiencing some issues, but they are being worked on. Mr. Hasskarl will find out the difference between external hits on the Web site and External visits to the Main Home Page and why one went up and the other down.

Personnel: Mr. Hasskarl reported that the three in-house candidates for the position of Head of Lending Services were approved by the Interview Panel and the Civil Service Commission. Final interviews will be conducted the first week of November. The eleven full-time librarians have been cross-trained to work at the circulation desk to help provide coverage when staff is out. Additionally, a few individuals will be cross-trained to work at the Technology Center desk.

Building & Security: Mr. Hasskarl reported to the Library board that he attended a pre-bid meeting on the HVAC project on Tuesday, October 13, 2009. There were 16 contractors who attended along with a representative from an asbestos removal company and a temperature control expert. The chillers in the lower level will be removed and replaced and the entire heating and cooling system on the 2nd floor needs to be demolished and replaced along with some minor removal of asbestos material. The City reported that there is no need to provide ventilation during the HVAC project and that the entire project should only take about one month. Bids are due the week of October 22nd and work may begin in December.

Policy Review: Mr. Hasskarl presented the FCI Contract to the Library Board and informed them that there were no changes necessary.

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

Mr. Hasskarl explained to the board that per Corporation Counsel, the Library Board can determine the age that children can be left unattended in the library. The Management Team approved age 10 as the acceptable age at which children can be left unattended.

***Motion made by Mr. Mosley to approve that children age 10 and older can be left unattended in the library, with a review in three months by the Library Board. It was seconded by Mr. Falkenthal and approved unanimously.**

5. President's Report – Ned Moore

***Mr. Moore made a motion to wholeheartedly thank the board of the FRIENDS of the Danbury Library, Rob Feinson and all those who helped and worked so diligently to make the FRIENDS of the Danbury Library Book Sale such a success. It was seconded by Mr. Hoffer and approved unanimously.**

6. Old Business – Mark Hasskarl

Mr. Hasskarl reported that the request to spend \$18,005.46 from the Farioly Fund to upgrade the projection and sound systems for the Farioly Room did not go to Common Council in October, and he asked the Library Board to approve this expense once again to go to Common Council in November.

***Motion made by Mr. Falkenthal 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. Mosley and approved unanimously.**

Mr. Mosley inquired of Mr. Moore and Mr. Hasskarl if there was any further word from Mayor Boughton regarding the Union Savings Bank lease. There are no updates at this time.

***Motion made by Mr. Mosley to adjourn at 5:09PM. It was seconded by Mr. Falkenthal and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date _____

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

October 15, 2009

- 1. *Motion made by Mr. Mosley to accept the minutes of the September 10, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**
- 2. *Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. Hoffer and approved unanimously.**
- 3. *Motion made by Mr. Hoffer to approve the expenditure of \$1,341.00 to Lexicon Bilingual Resources for a 12-volume course to learn English and \$700.00 to Delta Systems Co., Inc. for ESL books from the Learmont Fund. It was seconded by Mr. Feinson and approved unanimously.**
- 4. *Motion made by Mr. Feinson to reimburse Mr. Hasskarl for \$108.00 for the flu shots for the three part-time employees. It was seconded by Mr. Mosley and approved unanimously.**
- 5. *Motion made by Mr. Feinson to approve the FCI Contract as presented. It was seconded by Mr. Mosley and approved unanimously.**
- 6. *Motion made by Mr. Mosley to approve that children age 10 and older can be left unattended in the library, with a review in three months by the Library Board. It was seconded by Mr. Falkenthal and approved unanimously.**
- 7. *Mr. Moore made a motion to whole heartedly thank the board of the FRIENDS of the Danbury Library, Rob Feinson and all those who helped and worked so diligently to make the FRIENDS of the Danbury Library Book Sale such a success. It was seconded by Mr. Hoffer and approved unanimously.**
- 8. *Motion made by Mr. Falkenthal 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. Mosley and approved unanimously.**
- 9. *Motion made by Mr. Mosley to adjourn at 5:09PM. It was seconded by Mr. Falkenthal and approved unanimously.**