

# Danbury Library Board of Directors

## Minutes of the Meeting

June 8, 2017

- I. President Ned Moore called the meeting to order at 4:03 p.m.

**PRESENT:** Ned Moore (President), Joan Damia, Rosemary Fasano (Friends Co-President), Gary Falkenthal, Jimmetta Samaha, Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Robert Feinson, Randolph Summ, Katie Ventura (Director)

- II. Minutes—May 11, 2017

\*A motion was made to accept the Minutes of May 11, 2017 by Ms. Damia. It was seconded by Mr. Falkenthal. It passed unanimously.

- III. May, 2017 Financial Report—Ms. Chung reported that the only expense this month was to purchase some furniture for the junior department and the main floor. We received copier and printer money for the month of \$1153. Our monthly maintenance cost for the machines was \$73.00.

\*Motion was made by Ms. Samaha to accept the May, 2017 Finance Report. It was seconded by Ms. Damia. It passed unanimously.

- IV. Friends Report—Ms. Fasano reported that their May was a busy month. She inquired if the Board members received their invitation postcards for the June 29<sup>th</sup> Annual Meeting. Some board members did not get their invitations. Ms. Fasano explained that the postcard invitation sometimes gets lost in the mail. Please email her if you wish to attend. At the annual meeting, the Friends will be conducting an informational tour of the library and refreshments will be served. Our caterer is Tony Galante, formerly the chef at Nicks. The Friends will be working with the Library on the Summer Kickoff day June 22<sup>nd</sup>. They will help host the author signing along with selling adult and children books. There will be a book collection this Saturday from 9-1. Ms. Fasano reported that Ms. Eggleston, the co-President has resigned. It is Ms. Fasano firm belief that there should be a Co-Presidents. Ms. Fasano reported that the Friends had done a lot in one year and they are looking forward to next year. The Friends still need more books and we still need to fill up the USB storage site. With the summer coming up, people should be cleaning their homes. AAA's promise of a shuttle will be kept in the loop for next year.

Ms. Fasano inquired what the Board would like to hear? President Moore would like to have a membership report which Ms. Fasano promised she will share next time.

## V. Director's Report—

**Statistics:** Ms. Chung reviewed the statistics between May of this year and the May of last year. The Library saw an increase in the use of the self-check machines. There was an increase in junior program attendance. Library computer use is up. In early May, we had our Teen Orientation for summer programs and which had many teens attending. This year's Steam Fair attracted 2,500 people on a rainy Saturday which is the same number that attended last year.

Concerning the inter-library loan, the State is cutting a lot of money from the program. Ms. Chung anticipates that that number will change in connection with the State's budget woes. Our staff do let people know of any delays. Ms. Chung revealed that some Connecticut libraries are transporting books themselves. Currently, the State of Connecticut provides the transportation for interlibrary loans. We only pay for postage for items from out-of-state libraries. This cost is becoming higher and higher so we will have to rethink it. We do borrow a lot of inter-library materials as well as loan books out.

Our databases usage depends if we offer any classes. Also, Naugatuck Valley Community College are probably accessing it. While Naugatuck Valley Community College has their own library, our head of reference has reported that a number of students receive our services. There is a general trend for a lot of people to download items.

**Staffing:** Ms. Chung announced that the Library has a new full-time librarian who just started on Monday. Primarily, she will be doing grant writing. Also, we hired 2 full-time clerks—one will start in mid-July and she has grant writing experience. A full-time junior librarian position has been posted. The civil service test will be held during the week of July 10<sup>th</sup>.

Recently, we have had 1 part-time clerk resign as she will be moving out-of-state. We are in good shape.

**Café/Innovation Center:**—Café was awarded last month to a person who has catering experience. A License Agreement is being drawn up by Purchasing/Corp Counsel and it will then go before City Council. It will be another month or so before he is in here. He has a background in food service. His hours will be the Library's hours. He has flexibility to change them to see what works best.

He wants to do an interesting menu—food, sandwiches, and soups. Ms. Damia expressed hope that the new Barrister's café will not be in competition.

**Future Development:**— Ms. Chung reported that the Library staff are still moving furniture and shelving around. We have acquired two tables with plugins and some new shelving. We have ordered new signage and we should receive them by the end of this month. It has been a fairly smooth transition. The Friends book area is up for discussion.

VI. **President's Report**—President Moore did not have anything to report at this time.

VII. **Adjournment**—

\*A motion was made by Ms. Samaha to adjourn the meeting. It was seconded by Mr. Falkenthal. It passed unanimously.

This meeting adjourned at 4:28 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. June 16, 2017  
Ned Moore, President Date

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

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