

# Danbury Library Board of Directors

## Minutes of the Meeting

July 13, 2017

I. President Ned Moore called the meeting to order at 4:00 p.m.

**PRESENT:** Ned Moore (President), Joan Damia, Robert Feinson,  
Randolph Summ, Katy Ventura (Director), Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha, Rosemary Fasano (Friends President)

II. Minutes—June 8, 2017

\*A motion was made to accept the Minutes of June 8, 2017 by Mr. Feinson. It was seconded by Ms. Damia . It passed unanimously.

III. June, 2017 Financial Report—Ms. Ventura reported \$12,000 of Board money was spent and as a consequence a significant portion has been rolled over into the reserve account to help with next fiscal year's budget. The copier/printer/fax machines have done well as well as the fine collection and room rentals for the year.

The Raymond James Report was also reviewed.

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

IV. Friends Report—Mr. Feinson briefly discussed last Saturday's book drop and there is a meeting next week about the book sale.

V. Director's Report—

**Statistics:** Ms. Chung reported we have now used the new reporting format for a year. Ms. Chung agreed with President Moore that it looks like the numbers are "up and down". June 22<sup>nd</sup> was our summer kickoff and the day after we had to shut down the elevator for a totally new elevator system. This is our busy season. While the number of people came in this year decreased, we are now including the number of people using our meeting space. The whole year figures indicate there are fluctuations. It is hard to pinpoint.

President Moore asked about total questions answered? Ms. Chung explained that while we have counters, previously every time a person asks a question, these counters were not reset last year. Now with the "single point of service" numbers are collected in one space.

Mr. Summ pointed out the remote availability services that can be accessed from home. This keeps patrons from making the trip to the library.

Concerning the Library's e-book usage, Ms. Ventura explained that this percentage is about the same as at other libraries.

**Staffing:** Ms. Ventura reported that by the end of summer, beginning of September, we should have a Young Adult Librarian, two part-time librarians and a part-time clerk.

**Café:**— Ms. Ventura informed the Board that the proposal has been sent to the ad hoc committee which is meeting this Monday. If everything goes well, then it goes to City Council Board members commented positively about Ms. Ventura's recent newspaper interview about the café.

**Innovation Center:** Ms. Ventura mentioned that Mike is looking for a larger building but would also keep the current space.

**Future Development:**—Ms. Ventura reported there are now two new vinyl printed wall murals installed by the main floor computers and on the Main Street wall.

The TV on the wall by the magazine room is for special TV exhibits provided by the Danbury Museum. We have had new signage installed on Wednesday. The main stairwell will be painted around the end of August and the elevator refurbishing should be completed by the end of next week. Ms. Ventura is working with the planning director and director of public works on the plans for the parking lot work.

VI. **President's Report**—President Moore welcomed Ms. Ventura back from her trip to Europe. As the Board will not be meeting in August, he wished everyone a pleasant summer.

VII. **Adjournment**—

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

This meeting adjourned at 4:27 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.      July 17, 2017  
Ned Moore, President      Date

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

**July 13, 2017**

\*A motion was made to accept the Minutes of June 8, 2017 by Mr. Feinson. It was seconded by Ms. Damia . It passed unanimously.

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

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