

Danbury Library Board of Directors

Minutes of the Meeting

September 14, 2017

- I. President Ned Moore called the meeting to order at 3:59 p.m.

PRESENT: Ned Moore (President), Gary Falkenthal, Robert Feinson, Randolph Summ, Katy Pearson (Director), Rosemary Fasano (Friends President)

Guest: David Zavarelli from Raymond James

Absent: Dimples Armstrong, Joan Damia, Jimmetta Samaha, Katharine Chung (Assistant Director)

- II. **Minutes—July 13, 2017**

*A motion was made to accept the Minutes of July 13, 2017 by Mr. Summ. It was seconded by Mr. Gary Falkenthal. It passed unanimously.

- III. **Finance**

- A. **David Zavarelli , the Union Savings Bank representative with Raymond James---**

Mr. Zavarelli shared the Raymond James Portfolio Review Prepared for City of Danbury as of September 13, 2017. Mr. Zavarelli reminded the Board that the investments are restricted to guidelines set by the City. The report reflects 3 accounts titled by the City of Danbury: principal, old interest, and new interest. The Board questioned why old interest and new interest could not be combined. Mr. Zavarelli will look into it.

Mr. Zavarelli also reminded the Board that this account is limited to government backed CDs with an average return of 1.4%

With the state budget unknown as this time, while continuing to invest the interest account in CDS, it was decided we cannot go beyond 3 months.

Board members questioned the use of the Bank of India. Mr. Zavarelli explained it is domiciled in New York and they are the most aggressive. Mr. Zavarelli promised next time to bring another report that is technical but has maturity schedule. President Moore asked him to communicate directly with Ms. Pearson and she will forward it to the Board.

President Moore thanked Mr. Zavarelli for his report.

- B. **July/August, 2017 Financial Report**—Mrs. Pearson reported she has not used any Board funds this month. She is anxiously waiting for a state budget to get approved. Last month, our copiers/printers/fax machines earned \$1,200 and with only \$70 in maintenance costs. Since we have revised our reservation policy, we have earned \$2,400 in room usage fees.

At this time because of the budget impasse, Ms. Pearson does not know what, if anything, will be cut.

***Motion was made by Mr. Summ to accept the July/August, 2017 Finance Report. It was seconded by Mr. Feinson. It passed unanimously.**

III. **Friends Report**— Mr. Feinson reported that last Saturday's book drop brought a lot of books in. He also passed out the Book Sale flyer to the Board. Ms. Fasano reported attending a collaborative meeting with the Ridgefield Friends. They are co-planning a retreat in March with other library Friends within a 10 mile radius including Bridgeport.

Friends will have a membership table set up during the Book Sale. Ms. Fasano has learned that the Friends of the Bethel Library give a free pass to the Danbury Railroad Museum as an incentive to membership.

President Moore thanked Mr. Feinson and Ms. Fasano for their reports.

IV. **Director's Report**—

Statistics: It was interesting to point out by Ms. Pearson that July stats were up while the elevator was down. Also in August, more patrons entered the building and there was a larger adult usage and data base usage. While over the year, database usage is down but computer usage is going up, which means not necessarily using the database. Mrs. Pearson felt this information is important to report to show how our building is being used.

Staffing: We have just completed hiring 2 part-time clerks and 2 part-time librarians of which 1 has since declined. We also have hired 1 full time clerk and are awaiting the background check and drug screen for the full-time teen librarian. She should be on board by the beginning of October.

Café:— was approved by city council. After some delay in the paperwork, we are hoping for a move-in-date soon as well as a grand opening. The Steam Fair will be held on October 14th this year. It will be called "k's Café" after the owner Kervin Francois.

Future Development:— elevator is now working as of September 11th. This project has been in the works since March. All parts are new. Otis didn't schedule the work until June. Actual down time since June 22nd to September 11th. We were very lucky that we didn't receive many complaints. Now the main stairwell is being painted. The parking lot will be torn up soon and revamped. Mrs. Pearson is waiting to hear where staff can park during this time period. The city is also looking to take the oil tank out of the ground and put in a gas line while the lot is under construction.

V. **President's Report**—President Moore welcomed back the Board, wished everyone a good year and looking forward to the book sale.

VI. **Adjournment**—

*A motion was made by Mr. Randolph Summ to adjourn the meeting. It was seconded by Mr. Robert Feinson. It passed unanimously.

This meeting adjourned at 4:50 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

Sept-19, 2017
Date

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

September 14, 2017

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*Motion was made by Mr. Summ to accept the July/August, 2017 Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

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