

Danbury Library Board of Directors

Minutes of the Meeting

November 9, 2017

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

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

Absent: Dimples Armstrong, Joan Damia

- II. **Minutes—October 12, 2017**

***A motion was made to accept the Minutes of October 12, 2017 by Mr. Gary Falkenthal. It Was seconded by Ms. Jimmetta Samaha . It passed unanimously.**

- III. **Finance—**Ms. Pearson reported that the only money spent this past month was in the Board Funds conference line for the Public Library Biannual Conference. Now that the State Budget has passed, we can anticipate using the funds around March. Our October Printer fees collected was over \$1,000 and we paid \$62.83 in monthly maintenance. President Moore pointed out that the financial report on Sept. 13 from Dave Zaverelli, was a combination of Farioly and Learmont funds for a total \$1,692,453.67.

***A Motion was made by Mr. Robert Feinson to accept the October 2017 Finance Report. It was seconded by Mr. Gary Falkenthal. It passed unanimously.**

- IV. **Friends Report—**Ms. Rose Mary Fasano reported her letter made it into yesterday's News Times. The Friends had a wrap-up book sales meeting. They are still waiting for all expenses to come in but the net income is looking less. Audrey put her resignation in as transport. There will only be two Book Sale co-chairs, Karen Chambrovich and Mary Cappiello. A thank-you catered luncheon is planned for next week. Ms. Fasano also mentioned that she had signed up 9 new members during the book sale.

President Moore thanked Ms. Fasano for her report

V. **Director's Report—**

Statistics: Ms. Chung reported noticing a trend vs last October. Library patronage has been increasing in the last few months. We have a lot of organizations using our space and we are trying to report this as accurately as we can about room use. A lot of people are using our space. At times, we have more requests than space available so we are keeping a close look. Our Walk-in room use for library space is not guaranteed and our room seating capacity is available online.

Mr. Summ questioned if it were possible to put some cubbies like those found in offices and Ms. Pearson replied that they have looked into the pods. The pods don't require construction and can be moved and she has asked the Friends to purchase them.

President Moore questioned the up-tick in ESL program attendance. Ms. Pearson noted that yes there is an increased in ESL program attendance as more people are looking to the Library for it. We expect to start citizenship classes next year.

Staffing: Ms. Pearson reported that the City finally has a new company to do the drug screening. The Teen librarian went last week but is waiting to hear results. We are still looking at applications for a part-time librarian and part-time clerk. We are also planning to revamp an open full-time position for a program/outreach coordinator. It will go to the commission next week.

Café:— Ms. Pearson reported that the café owner is waiting for Public Buildings to install a grease trap. Once installed, permits can then be issued. Ms. Pearson is hoping for a December opening.

Future Development:—Ms. Pearson reported that the Friends will fund our video recording office (formerly the Teen Librarian's office). We had received many requests and hope to have it installed in January. Similar to the Recording Studio policy, patrons will have to view an orientation video. This is also something the library will also be able to use.

We are continuing to moving things around on the main floor. After a period of adjustment, the consolidation of desks on the main floor has worked.

Lending policy—Ms. Pearson mentioned acquiring new sphero robots to work with Kindles to help young patrons learn how to code. They will be checked out as packs with Kindles. They just have different replacement costs. It will have the same wording as the Kindle lending policy. A required photo ID has been helpful in deterring equipment theft.

***After the Board studied the new policy, Mr. Summ made a motion to accept the new policy as recommended, Mr. Falkenthal seconded it, the motion passed unanimously.**

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

November 9, 2017

***A motion was made to accept the Minutes of October 12, 2017 by Mr. Gary Falkenthal. It Was seconded by Ms. Jimmetta Samaha . It passed unanimously.**

***A Motion was made by Mr. Robert Feinson to accept the October, 2017 Finance Report. It was seconded by Mr. Gary Falkenthal. It passed unanimously.**

***After the Board studied the new policy, Mr. Summ made a motion to accept the new policy as recommended, Mr. Falkenthal seconded it, the motion passed unanimously.**

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