

Danbury Library Board of Directors

Minutes of the Meeting

December 14, 2017

- I. President Ned Moore called the meeting to order at 4:01 p.m.

PRESENT: Ned Moore (President), Joan Damia, Jimmetta Samaha, Randolph Summ, Katy Pearson (Director), Rosemary Fasano (Friends President), Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Gary Falkenthal, Robert Feinson

- II. **Minutes—November 9, 2017**

***A motion was made to accept the Minutes of November 9, 2017 by Mr. Summ . It was seconded by Mrs. Damia. It passed unanimously.**

- III. **Finance**—Mrs. Pearson reported that she didn't spend anything last month. However, after the new year, she cannot place any orders with city funds. Right now, she is trying to make sure bills are paid for the rest of the year. Concerning the copiers, we spent \$73 on maintenance but earned \$1,400 in revenue. Also, Mrs. Pearson does not expect that we will get Connecticut funds but still does not know the status.

***A Motion was made by Mr. Summ to accept the November, 2017 Finance Report. It was seconded by Mrs. Damia. It passed unanimously.**

- IV. **Friends Report**— Ms. Fasano, handed out the final accounting from the book sale showing the breakdown of income per day. Saturday is substantial because dealers do come in. Our expenses were pretty high. The biggest expense was renting the hall and the moving company. Friends netted about \$20,000 which is down from last year. It is reflective of 2015. Board asked if they could have the book sale in the spring. Ms. Fasano reported that the Board wants to keep it in October. Their biggest competitor is Mark Twain and Newtown. Dealers like our book sale because it is under one roof.

V.

Also on this report was a synopsis of the membership drive. The next mailing will be in January. During the Library's Holiday Fair, 2 new members were enrolled.

President Moore thanked Ms. Fasano for her report

VI. **Director's Report—**

Statistics: Ms. Chung reported there is a trend in an increasing percentage for questions answered and computer usage. Check outs are lower and other libraries have a similar situation. Interestingly, we have New York residents borrowing more. Mrs. Pearson reported that in general, people are not reading as much as they used to. Interlibrary loans have fallen off. Ms. Chung reported that the State loan system is not as streamlined as it once was. It takes several steps now and people don't want to wait.

President Moore asked about the homeless people. Mrs. Pearson reported yes they are here and as long as they are behaving, it is manageable. Security Officer Nadar has worked at the shelter and they respect him. The age of homeless at the library varies from 20-60 years old. They are using space and reading the paper. Mrs. Pearson reported that we have recently allowed unlimited computer use. Mr. Summ asked if we are getting more people bringing in their own apparatus. Ms. Chung reported we have no way to judge.

The number of device-check outs has fallen. However, Mrs. Pearson reported that our Hotspots and Roku have a waiting list.

Staffing: Mrs. Pearson reported there is good news and bad news. Our new Teen Librarian, Deirdre Johnson, started on Dec. 4th. She is excited, has plenty of ideas and is already planning for summer. We are interviewing for a part-time clerk and part-time librarian. The Civil Service Commission had approved a new job description but now there is a hiring freeze. Once the hiring freeze thaws we can rehire.

Café:— Mrs. Pearson reported that the café should open on January 2nd. Once she receives the menu, she will share it with the staff. Gate is installed and waiting now for the grease trap to be installed. The rent money of \$500 goes to the city. The café hours will be library hours although not open on Sundays. He is considering opening a little earlier and he will be advertising. All his city paperwork is done.

Future Development:— Mrs. Pearson reported that the City budget will be cut. She will present a flat budget and see what the finance director will say when she meets with him in January. She has been saving the board budget to see what happens.

We are still rearranging the main floor.

President Moore thanked Mrs. Pearson for her report.

VII. **President's Report—**

- A. Learnmont Report—\$120,000 started with \$10,000 added later on. It was folded into the Farioly Fund. We agree that the fund expenditures have to be approved by the board and then by the City Council.
- B. 2018 Calendar—

***A Motion by Mrs. Damia was made to approve the 2018 calendar as presented. It was seconded by Ms. Samaha. It passed unanimously.**

C. Board Membership list—

- 1. Board By-laws—By Law Committee—Mr. Falkenthal recommended keeping the annual meeting in January. This to be decided at next meeting.
- 2. Nominating committee—Ms. Damia to be the chair. A report will be made in January.

President Moore wished everyone a happy holiday.

Adjournment--

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

This meeting adjourned at 4:33 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

Dec. 19, 2017
Date

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

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