

# Danbury Library Board of Directors

## Minutes of the Meeting

January 11, 2018

- I. President Ned Moore called the meeting to order at 3:57 p.m.

**PRESENT:** Ned Moore (President), Joan Damia, Gary Falkenthal, Robert Feinson, Jimmetta Samaha, Randolph Summ, Rosemary Fasano (Friends President), Katie Pearson (Library Director) and Katharine Chung (Assistant Library Director)

**Absent:** Dimples Armstrong

- II. Minutes—December 14, 2017

\*A motion was made to accept the Minutes of December 14, 2017 by Ms. Damia. It was seconded by Mr. Summ. It passed unanimously.

- III. Finance—

Ms. Pearson reported that she met yesterday with the city's Finance Director. She had submitted a flat budget but was informed that the Library's city budget will be slashed. The Board expressed concern about the pending budget cuts. She is trying to reserve Board funds as much as she can. She will probably use it in March and April.

The income from the copiers for December was a little lower than usual, around \$800 with a \$57 cost for maintenance. In general, our numbers are lower in December. She was happy to report our room rental fees for this fiscal year so far is \$3,100.

Mr. Feinson had received a complaint about a nonprofit's free room use. Ms. Pearson explained that she had asked this group (Danbury Vita) for a day of free tax assistance in exchange but they were not agreeable. They have such a program at the New Milford Library and Ms. Pearson was hoping they would do a similar program at Danbury. Ms. Pearson claimed we are still the cheapest in room charges in Danbury.

\*A Motion was made by Mr. Summ to accept the January, 2017 Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

- IV. Friends Report—Rosemary Fasano reported there is nothing to report as the Friends have not met this month nor has she received any communications. President Moore inquired about the status of the book sale and Ms. Fasano does not have any updates on that. She is still waiting to hear from Karen Chambrovich about Karen Sully's replacement at 15 Main Street.

However, Ms. Fasano wanted to report on the positive feedback she has received as a member of the Danbury/New Fairfield Women's Club Education Committee. Many of the club's members have taken technology classes here and everyone has raved about the support and friendliness here. The members are now looking at more seminars. Kudos to all employees.

V. **Director's Report—**

**Statistics:** Ms. Chung report that December was a slow month. While there was a lower number of questions, a larger number of people came through the door compared to last year. Also, the weather was not so great. Data base usage was higher than last year along with program attendance. We expect there to be an increase in teen book circulation with the new teen librarian. The device check out last month was lower but having the Sphero robots has people excited. They are bundled with Kindles to use for coding that kids can check out. As clarification to the Board, Ms. Chung explained that the Sphero robots are the size of magic 8 balls and are durable and kids use an app or tablet to learn how to code to change its color or to move it. Learning that technology has been popular.

**Staffing:** Ms. Pearson has no staffing updates due to the hiring freeze.

**Café:**— It opened January 2nd and we will have a grand opening soon after checking the mayor's schedule. The Café had to close 2 days this week due to a burst sprinkler pipe in the Innovation space. The Café owner is open to suggestions.

**Future Development:—**

- Thanks to funding by the Friends, a video recording studio will be installed in the old teen librarian's office. Also, we are in the process of developing a 5 year plan. The Board and Friends will be invited soon to participate.
- Ms. Pearson announced that we are starting our own art gallery. In the past, the Cultural Alliance managed the artist displays. They are now charging to display their artist's art work. We have paid their charge last year but we think we can do better on our own. We have created guidelines similar to the guidelines used by the Cultural Alliance. This is for your review the Guidelines in your meeting materials and I ask that you vote on it next month. As you will see, I reserve the right to decide what should be displayed on the wall. Also, we are not liable. We will probably have more than one artist submitting artwork at a time for a two-month span. Ms. Pearson pointed out that it will start up in April
- Currently, we are planning and implementing a library card design contest with all Danbury Schools. We will display the designs of the semifinalists for 2 cards--K-5 and 6-12. We will give a small prize to the winners via the Friends.

Ms. Pearson is sad to report that Ms. Barbara Stout, our Library Technical Assistant had passed away on Christmas Eve. At Ms. Stout's wishes, there will not be any services. However, it has been a sad time for staff as she had worked here for 47 years. While she had retired back in September, she volunteered for a while. She was 84 years old. Her daughter said they would do a lunch in the spring and invite people.

*The Board acknowledges the passing of Ms. Barbara Stout who was the Library Technical Assistant and had served the Library for many years. She will be missed.*

**President's Report**—President Moore commended the current events/programming display on the Library's TVs. After learning that it was Ms. Lefurgy's work, he expressed appreciation of the quality of the work done. It catches patron's eyes and the timing of the different slides is good.

As it had been decided to hold our annual meeting this January, committee reports are as follows:

- **Bylaws Committee Chair**—Mr. Falkenthal made a brief report that he had not received any suggestions concerning the bylaws.
- **Nominating Committee Chair**—Ms. Damia recommended the following officers:

**Treasurer**—Mr. Randolph Summ  
**Secretary**—Ms. Joan Damia  
**Vice President**—Mr. Robert Feinson  
**President**—Mr. Ned Moore

Ms. Damia cast one vote.

However, Ms. Samaha objected as the voting has to be opened to the public. A notice needs to be placed in City Hall. President Moore made a note of her objection. He will seek guidance on the requirement from the Town Clerk so that we can properly proceed.

\*A motion was made by Ms. Damia to accept the slate of officers. It was seconded by Mr. Summ. The motion passed unanimously.

**VI. Adjournment--**

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

This meeting adjourned at 3:57 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.      Jan. 18, 2018  
Ned Moore, President      Date

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

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