

**Danbury Library Board of Directors  
Minutes of the Meeting  
March 8, 2018**

- I. President Ned Moore called the meeting to order at 4:02 p.m.

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

**Absent:** Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha

- II. **Minutes: February 8, 2018**

- A motion was made to accept the minutes of February 8, 2018 by Robert Feinson. It was seconded by Ms. Damia. It passed unanimously.

- III. **Finance:**

Ms. Pearson reported that there are charges for the Public Library Association conference that she and Ms. Chung are attending the week of March 20<sup>th</sup>. The library will be reimbursed for a portion of that expense because the conference is being partially paid for through a grant received through the American Library Association.

She reported that we still have not heard about receiving our Connecticut payment from the state this year, so it may or may not go through. Ms. Pearson reported that the library took in \$1400 in copier fees this month and paid \$55 in maintenance.

- A motion was made to accept the financial report by Mr. Summ. It was seconded by Ms. Damia. It passed unanimously.

- IV. **Friends of the Library Report:**

Ms. Fasano, Friends President, reported that she will be attending the Friends of Community Libraries meeting this weekend. There will be 25 participants from other Friends groups including Ridgefield, Redding, and Newtown. The topics for the meeting include discussion of book sales, dealing with change, and board members.

Regarding the Friends Book Sale, Ms. Fasano mentioned that the Friends will pay for transport. They are still using Union Savings Bank as a storage location. Robert Feinson asked how many of the leftover books from the sale went to Discover Books. Ms. Fasano responded that it is about half the amount.

- V. **Director's Report:**

- A) **Statistics** – Ms. Chung reported that more people visited the library this month. There was also an increase in the number of patrons from other Connecticut

libraries checking out items here, as well as an increase in Teen book circulation and the number of patrons with active cards.

- B) **Staffing** – Ms. Pearson reported that the hiring freeze is still in effect. The combination of the service desks has helped with the staffing shortage because we do not require as many people on the service desks at the same time.
- C) **Update on Future Development** – Ms. Pearson reported that the recording studio is in the process of being installed. The company needs to return next week to finish installing the soundproof foam. She reported that we will have a Grand Opening for the studio once the installation is complete. Brigid Guertin, the City Historian, informed the library that we will be inheriting a large collection of books from a Danbury resident. She will keep Ms. Pearson informed during the process. Mr. Moore asked about the library needing new furniture for the Junior department. Ms. Pearson responded that we are currently researching ways to fund new furniture for the Junior floor, as the current stacks are showing their age. The cost for this would be very high so the library is researching grants and other funding opportunities for this project. Ms. Pearson said that she still has not received information from the City finance department regarding the budget for next year. She hopes to hear back in a month's time so that she can create the board budget for May.
- D) **Café/Innovation Center Update** – Ms. Pearson reported that K's Café is open and doing well. Ms. Fasano remarked that she has visited the café and the fruit and food was very fresh. Mr. Summ also added that he has visited the café and they have excellent coffee. Mr. Moore inquired about whether the Innovation Center was currently researching new spaces, and Ms. Pearson replied that they were, but nothing has yet been confirmed.

#### VI. **President's Report:**

Mr. Moore reported that he and Mr. Summ have been attending the Yale Open Course program on Western Civilization that is being co-hosted by the Danbury Library and Museum and it has been an excellent program so far. Mr. Moore also reported that he attended the reception for the library card contest design on Tuesday, March 6<sup>th</sup>, and it was a great event with excellent turnout. Mr. Moore commended Tara, the junior clerk, on doing a great job coordinating the program. Mr. Moore inquired about the parking lot redesign plan. Ms. Pearson responded that the project is still planned for the spring, and she will keep everyone posted regarding updates. The City needs to decide if they will be using their on-call contractor or putting the project out to bid. The project will result in a few spaces gained, better traffic flow, and better placement of the book drops for patrons. It will also provide a nicer looking entrance to the café. Mr. Moore inquired about whether or not the oil tank was removed yet, and Ms. Pearson confirmed that it was.

On behalf of the Board of Directors, Mr. Moore extends his thoughts to Jimmetta Samaha and hopes that she makes a speedy recovery.

VII. Adjournment –

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

The meeting adjourned at 4:35 p.m.

Submitted by,  
Katharine Chung, Assistant Library Director

Ned Moore, Pres.                      March 14, 2018  
Ned Moore, President                      Date

MOTIONS OF THE BOARD OF DIRECTORS  
OF THE DANBURY PUBLIC LIBRARY

March 8, 2018

- A motion was made to accept the minutes of February 8, 2018 by Robert Feinson. It was seconded by Ms. Damia. It passed unanimously.
- A motion was made to accept the financial report by Mr. Summ. It was seconded by Ms. Damia. It passed unanimously.
- A motion was made to adjourn the meeting by Mr. Summ. It was seconded by Ms. Damia. It passed unanimously.