

Danbury Library Board of Directors
Minutes of the Meeting
April 12, 2018

- I. President Ned Moore called the meeting to order at 3:58 p.m.

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

Absent: Dimples Armstrong

- II. Minutes—

*A motion was made by Mr. Summ to accept the Minutes of March 8, 2018. It was seconded by Ms. Damia. It passed unanimously.

- III. Finance—Ms. Pearson reported that some Board money was spent for library conference expenses for Ms. Pearson and Ms. Chung. This month she plans to buy new furniture for the main floor. The balance of this year's budget will move into the next year's fund which will go toward purchasing/replacing junior department shelving.

Ms. Pearson reported that the library just received Connecticut money in the amount of \$2,325. The monthly printer/copier income was \$1244.42 and \$78.15 in expenses and also received \$4,750 in room rental fees this year.

Per next year's budget, Ms. Pearson has cut down some of the lines. She is putting a lot of money into supplies and taking \$63,000 to help get new shelving on the children's floor.

President Moore mentioned that the Finance Committee worked with Ms. Pearson to budget shelving for the Junior Department into next year's budget. President Moore stated that with all the planned expenditures for next year, we should be in good shape. The shelving expense is under Equipment. The new shelving will be on wheels.

Mr. Summ inquired if there is any value in old shelving. Ms. Pearson reported that there is a city policy to put unwanted items first on govdeals.com. We would prefer to sell it to another library but have to go through an online auction site.

*A Motion was made by Ms. Samaha to accept the budget as presented for Fiscal Year 2018-19. Mr. Summ seconded it. It passed unanimously. Note: Ms. Samaha had chaired the Budget Committee meeting prior to this Library Board meeting.

The Board reviewed the Raymond James Report.

*A motion to accept the finance report was made by Mr. Summ. Seconded by Mr. Feinson. It passed unanimously.

- IV. Friends Report—Ms. Fasano, Friends President, announced that there are two new Friends Board members: Shay Nagarsheth (a Chamber of Commerce member) and Candy Murias (Ann's Place). Mr. Nagarsheth will work on membership. Ms. Murias will be our volunteer coordinator.

Ms. Fasano had just completed a phone call with Liz Maroc, daughter of Barbara Stout, a recently deceased staff member of 40 years. Ms. Maroc and her husband have a moving company and will now take over the book moves on a monthly basis for free. They are fine with the logistics of moving. Ms. Fasano will put that news out to her board in her letter tonight.

In Ms. Fasano's Friends Bylaw review, she found an article that a Library Board member should sit on their Board as they have a Friends member on the Library Board. Per Mr. Feinson, that article is just a request. Ms. Fasano extended the invitation to a Library Board member to sit on their Friends Board.

- V. Director's Report—

Statistics: Ms. Chung reported that as a result of the March snowstorms, we had fewer people entering the building. However, programming and computer usage attendance did increase. The Wifi network was adjusted so it is a little lower but probably due to the transition. Our new teen librarian is offering more programs. Also, more and more people/organizations are using our rooms as you can see room usage has increased. We are endeavoring to partner with more organizations. The number of library cards has been increasing since October. We are regaining card members.

President Moore inquired about school classes coming in and getting library cards. Ms. Pearson replied yes but not as much as before. The bus cost is \$500, but St. Peters and Morris Street still walk to the library.

As mentioned, the new Teen Librarian is now getting up to speed in her role and that patron base will become more involved.

Concerning items borrowed from other libraries, we were mailing items a lot. However, now we are charging a flat \$5 fee if mailing out-of-state. The Library began charging \$5 for out-of-state requests due to rising postage costs. Our librarian is ordering requested material for the collection.

President Moore mentioned a friend in a nearby town who complimented the Danbury Library with its collection of current books.

Staffing: Ms. Pearson reported that Ms. Rose Hinz, our full-time clerk, will be retiring on June 30. The city's hiring freeze is still in effect. The library is down 3 part-time clerks and now we are losing a full-time clerk. However, there is a current full-time clerk list and we received an ok to hire off that current list (HR and Finance approved.) We will begin interviews next week.

Our video studio opened on Monday.

Ms. Pearson reported that this Tuesday was National Library Workers Day. It was celebrated with a Friends sponsored staff bagel breakfast.

On Wednesday, the Danbury Library hosted a naturalization ceremony. Nineteen people were naturalized. They represented 13 countries. Our Mayor was the keynote speaker. The Federal Judge was Judge Egginton. This ceremony was held on the same week as 6 other ceremonies at Connecticut libraries as part of National Library Week. It highlights what our library does for the community.

Ms. Chung reported that the Library Passport program has a lot of people participating. The Connecticut Library Consortium is sponsoring the prize.

Mr. Summ inquired about the number of libraries participating. Ms. Pearson replied there were not too many in this area. Last year was the first year the program ran when Ms. Pearson first heard about it. She felt it was beneficial for other people to see what we have. One comment in particular is that people are surprised at how large our library is.

Innovation Center—Mike Kaltschnee is trying to raise money for more space.

Café:— the Café is open and paying rent. While the rental income goes to the city, Ms. Pearson informed the Board that it is supposed to be used toward library capitol projects.

The Danbury Library received another history grant in collaboration with the Danbury Museum in the amount of \$1,000.00.

An estate left books to the Danbury Library. Ms. Pearson received a copy of the will. It is her understanding that anything related to railroads will go to the railroad museum. Once notified, she will assess the collection and move any unwanted books to the Friends.

Future Development—June 30th Rose Hinze will retire after 10 years at the library. We will have a lunch for her Wednesday, June 27th and the Board members will be invited.

President's Report—President Moore congratulated Ms. Pearson on the Strategic Plan listening meetings. Ms. Pearson acknowledged receiving great input. The focus groups will be ending this month. President Moore mentioned he has also received great feedback about these meetings.

President Moore thanked Ms. Samaha and the Finance Committee for their budget work. Also, a thank you to Ms. Fasanao for the good news from the Friends.

A sincere thank you to Ms. Pearson and Ms. Chung for their reports.

VI. Adjournment--

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

This meeting adjourned at 4:40 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, Library Board President

April 12, 2018
Date

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

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