

Danbury Library Board of Directors

Minutes of the Meeting

June 14, 2018

I. President Ned Moore called the meeting to order at 3:59 p.m.

PRESENT: Ned Moore (President), Gary Falkenthal, Jimmetta Samaha, Randolph Summ and Katharine Chung (Assistant Library Director)

Absent: Dimples Armstrong, Joan Damia, Rosemary Fasano (Friends President), Robert Feinson, Katie Pearson (Library Director)

II. Minutes—

*A motion was made by Mr. Summ to accept the Minutes of May 10, 2018. It was seconded by Ms. Samaha. It passed unanimously.

III. Finance—Mrs. Chung reported some money was spent on books during May. The Library took in \$1,200 for copier/printers in May and paid \$74 for maintenance. The total received for the year was \$56,000 with \$8,000 in expenditures. We are in good shape going into the next fiscal year.

*A Motion was made by Ms. Samaha to accept the May, 2018 Finance Report. It was seconded by Mr. Randolph Summ. It passed unanimously.

IV. Friends Report—Ms. Chung reminded the Board of the Friends Annual meeting next Monday, June 18th at the Danbury Museum. So far, they have 50 Friends attending. Ms. Fasano will be stepping down as President and the Friends will have new Co-presidents.

V. Director's Report— Ms. Chung

Statistics: May was a slow month due to the parking lot reconstruction. It affected foot traffic. The Wednesday after that May storm, we opened early to allow people impacted by the storm to use computers, recharge their electronics and use the facilities.

Program attendance has been good. Our ESL grant classes are doing well. E-book usage compared to last year went up. We have a new streaming service called Kanopy for film. Have had 50 or so people use it within a few weeks of acquiring it. It can be used on your phone and computer. Patrons are allowed to view 10 titles per month. The Library prepays for the service. It doesn't charge if service is not watched the whole way through. It has different types of film, independents at first and now foreign films.

Programming numbers are different because we had the Steam Fair in May, 2017 but this year it is in June.

Staffing: Our full-time clerk Rose Hinz is retiring. There is a retirement party for her on June 27th at 12 noon. The Library Board is invited. Fortunately, we were able to hire a new full-time clerk while Rose is still here and she can train the new person. The City's hiring freeze is still in effect.

Café:— While K's Cafe had to close last month because of the parking lot reconstruction, he has now reopened.

Future Development:—Ms. Chung

- The Steam Fair that is co-sponsoring with the Hackerspace is on June 23, 2018. It will also be held on the same day as the Danbury Artisans Street Fair and the Danbury Farmer's Market opening day. That the Steam Fair coincides with these other programs, hopefully it will be a model for the future. The summer kick-off will begin Monday July 2nd.
- A study pod will be set up by the end of month on the main floor. It is a self-contained study pod, to create a meeting space for up to 4 people. It will be a quiet study space with hookup for TV. The Library has limited meeting space for small groups. It comes with software to book the room remotely. They come and install it. It does require a power tap. It is a self-contained unit. We are continuing to move furniture around.
- The parking lot is finished. The signage is up and trees have been planted. The flow is so much better.
- Shared with the Board the 2018 summer brochures. Recently, we have done a lot of outreach with schools. We will be having meetings with vendors to plan shelving for the winter.
- We have wrapped up our focus groups. Hopefully by the next Board meeting we can share the information we have gathered/organized with the Board. Attendance at the focus group meetings was good and we received valuable information from patrons.
- The new Library card contest winning cards have come in as well as the posters. They are available now. The new cards come with an actual key ring and card.
- The summer banner is up and it can be re-used. We are publicizing in schools. We have at least a dozen outreach programs this month alone. We had 200 school children visit this week. We have a full staff up here in the Junior Department this summer so we should be in good shape. The next 2 months will be busy.
- Concerning the video studio space, we have programming scheduled once the summer starts. Staff members are working on a promotional video. We have a volunteer to help in the sound studio and we hope it happens with the video studio.

President Moore thanked Ms. Chung for her report.

President's Report—Next Board meeting will be July 12, 2018.

VI. 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 4:25 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore
Ned Moore, President

June 19, 2018
Date

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

June 14, 2018

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