

# Danbury Library Board of Directors

## Minutes of the Meeting

### February 8, 2018

- I. President Ned Moore called the meeting to order at 4:00 p.m.

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

**Absent:** Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha, Katie Pearson (Library Director)

- II. **Minutes**—Ms. Damia pointed out a correction on the January 11, 2018 minutes. The meeting adjourned at 4:57 p.m. (not 3:57 p.m.) and Mr. Feinson also pointed out that Ms. Sauli's name is incorrectly spelled.

**\*A motion was made to accept the Minutes of January 11, 2018 with corrections by Mrs. Damia . It was seconded by Mr. Summ . It passed unanimously.**

- III. **Finance**—Ms. Chung reported that no money was spent from the Board budget this month. We did make \$1,083.95 from copier fees and had only \$56 worth of expenses. During the past year, we brought in \$3,910 for room fees. People are paying to use space.

**\*A Motion was made by Mr. Feinson to accept the February, 2018 Finance Report. It was seconded by Mr. Summ. It passed unanimously.**

- IV. **Friends Report**—Ms. Fasano, Friends President, did not have any news to report on the book sale. The Book Sale committee has not met since the sale. A major component, book transport, saw the person in charge, Audry, resign. She had a team that she coordinated with. The transport person who brought the books to and from the Library and 13 Main had an injury but should be coming back soon.

Currently, there is no available storage space at 13 Main. As a result, there will not be a book collection until March. Union Savings Bank is still willing to take books—just transporting books is needed.

Ms. Fasano announced she will be stepping down as President. The Friends have begun the search and are looking to change the bylaws as well as looking for new members. The Friends of the Community Libraries will be meeting in March.

- V. **Director's Report**—

**Statistics:** Ms. Chung reported that between July-January, the library was busier and had more foot traffic. This led to an uptick in transactions. Circulating materials went up and Connecticard went up. We also had an uptick in teen attendance. Our new teen librarian had

the first teen council meeting this week. Computer usage is up. ESL program attendance also went up compared to last year. We have started citizenship classes.

In January, we had 140 recording studio sessions. Ms. Chung believed that the general age demographic using the studio is between 17-20 years old but it does vary. There is a ukulele group as well as a mother/daughter that use the studio.

Mr. Feinson questioned the accuracy of the numbers. Ms. Chung feels the numbers are accurate for January as she had noticed that the Library had been busy.

President Moore mentioned that his son was very happy with the podcast workshop given at the Library. The instructor gave an assignment and followed up on it.

**Staffing:** Ms. Chung reported no staffing updates due to the hiring freeze. Don't know how long hiring freeze will last.

**Café:**— K's had its grand opening on first. He has seen a slow uptick. He will be getting some signs for outside.

**Future Development:**—Ms. Chung reported that the Library received 2 grants. One is from Vernon Supplies and one from ALA/Dollar General. These grants will be used to fund ESOL classes and textbooks. Our first scheduled class is already full.

Marketing Committee has been holding focus groups and meeting with community stakeholders next month.

Library card design contest is going well. It will end the middle of this month. The award ceremony will be held on March 7<sup>th</sup>.

In April, we have 2 big events: first, the Health Fair on April 7<sup>th</sup> in partnership with the City of Danbury Health Department. Hopefully the weather will cooperate and we can hold it outside. Second, on Wed., April 11<sup>th</sup> is the naturalization ceremony at 12 noon. This will be held in conjunction with 6 other libraries due to a grant that the Hartford Library had received. We will have a Federal Judge.

**President's Report**—Concerning the proposed Danbury Library Art Gallery policy, Mr. Summ inquired who would adjudicate the art work? Ms. Chung reported that the Board would. There is usually a schedule a year in advance and you can decide what will be hung. The Library is taking on the responsibility of selecting and coordinating instead of the Cultural Commission.

**\*Motion made by Mr. Summ to accept the Danbury Library Art Gallery policy. Ms. Damia seconded it. It passed unanimously.**

President Moore had followed up with the Danbury Town Clerk's office regarding compliance with Freedom of Information regulations concerning election of officers. In December, we will send to her the January agenda announcing the pending election of officers. The Town Clerk can then post the notice on their bulletin board.

President Moore circulated a sympathy card for signing in regard to passing of Tom and Darlene Garrison's wife/mother.

VI. Adjournment--

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

This meeting adjourned at 4:39 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.                      Feb. 9, 2018  
Ned Moore, President                      Date

## MOTIONS OF THE BOARD OF DIRECTORS

### OF THE DANBURY PUBLIC LIBRARY

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