

Danbury Library Board of Directors
Minutes of the Meeting

May 10, 2018

I. President Ned Moore called the meeting to order at 4:05 p.m.

PRESENT: Ned Moore (President), Joan Damia, Robert Feinson, Katie Pearson (Library Director), and Katharine Chung (Assistant Library Director)

Absent: Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha, Randolph Summ, Rosemary Fasano (Friends President)

II. Minutes—

* A motion was made to accept the Minutes of April 12, 2018 by Mr. Feinson. Ms. Damia seconded it. It passed unanimously.

III. **Finance Report**—Ms. Pearson reported that she spent some Board money last month and will spend a little bit more this month for various items. The Library made \$1,100 in copier money with only \$74 in expense. So far the Library has taken in \$50,000 and by the end of next month we should be on track to have made \$60,000 as she had predicted. So far we have made \$5,000 in room rentals.

*Mr. Feinson made a motion to accept the Finance Report. Ms. Damia seconded it. It passed unanimously.

IV. **Friends Report**—Mr. Feinson reported that the Friends received a lot of books during the April book drop. As a result, their room is loaded with books but the volunteers are catching up. This Saturday there will be another book drop. New officers will be taking over.

V. **Director's Report**—

Statistics: Ms. Chung reported that Library attendance and programming are growing.

Staffing: Ms. Pearson reported that the replacement for Rose Hinz has been hired, Ms. Ellen Lyall, who started yesterday. We were able to hire off the soon-to-be expired previous search list. However, the hiring freeze is still in effect.

Policies: Ms. Pearson asked the Board to approve the three new device loan policies which are the same as the old. However, these are separate because the costs are different. The new device loan policies are: Danbury Public Library FM Transmitter Lending Policy; Danbury Public Library Chromebook Lending Policy; and the Danbury Public Library Portable DVD Player Lending Policy.

*Ms. Damia made a motion to approve all three lending policies. Mr. Feinson seconded it. It passed unanimously.

Café: Ms. Pearson reported that the Café is closed during the parking lot construction. It will reopen after it is finished. Kerwin is reporting that he is doing business-- 10-25 orders a day. Ms Pearson has seen people come in for the Café.

Future Development: Ms. Person reported that the Library is gearing up for its summer programs. Also, the focus groups will be finishing up. The Library is also pursuing a grant for a sensory room for young and old; this space primarily will be intended for individuals with autism. The grant would be to build some walls/half glass wall and at same time, look into do a curved glass wall for the story corner. The curtain is creating security issues and it is old. We would be the first library in Connecticut to have a sensory room. It depends on getting a grant. Emanuela Palmares from the Tribuna Newspaper presented this idea to the Library. Special staff will not be needed. It will be a self-use room.

Parking lot: Ms. Pearson reported that the parking construction should be finished by the end of the month.

Ms. Pearson reported that the Friends have funded a study pod which will be delivered to the Library by the end of summer. It is a room that can accommodate 4 people, chairs, and a TV. It can be booked through the Library as a small study space. It will be located in the former Lending Desk area.

Mr. Feinson was interested in hearing about what the patrons have been saying during the parking lot construction. Ms. Pearson replied that the questions were "Are we were open?" Hopefully, this construction will be done in another 2 weeks.

The Library Steam Fair will be held on Saturday, June 23rd before our summer kick-off. It will be held on the same day as the City Center's Artists and Artisan Street Festival as well as the summer market.

Ms. Damia inquired about who rents our rooms? Ms. Pearson claims it is a variety of people and organizations.

Hackers Space—Ms. Pearson has been encouraging the Mayor to find an alternate location for the Hacker space. The Library really could use that space for many things especially as a room rental that can stay open later than the Library. It would help our numbers.

President Moore thanked Ms. Pearson and Ms. Chung for their reports.

VI. **President's Report**— President Moore had a few questions about the Library:

1. Who supervises the parking lot? Ms. Pearson replied that the Security Officer supervises the outside from inside. He receives the camera images on the monitor at his desk.
2. Who teaches the ESL students? Mr. Rodrigo Fuenzalida and Werace. Both costs are funded through a grant.
3. How old are the students who attend the ESL class? Ms. Chung believes it is young adults ages 30-40 years old.

Ms. Pearson explained that the students must be proficient in English before taking the citizenship classes.

VII. Adjournment--

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

This meeting adjourned at 4:30 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, Library Board President

May 16, 2018
Date

MOTIONS OF THE BOARD OF DIRECTORS
OF THE DANBURY PUBLIC LIBRARY

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