

Danbury Library Board of Directors

Minutes of the Meeting

July 12, 2018

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

PRESENT: Ned Moore (President), Joan Damia, Gary Falkenthal, Robert Feinson, Nelson Merchan (Friends Co-President), Randolph Summ, Katie Pearson (Library Director) and Katharine Chung (Assistant Library Director)

Absent: Dimples Armstrong, Jimmetta Samaha

II. Minutes—

*A motion was made by Mr. Summ to accept the Minutes of June 14, 2018. It was seconded by Mr. Feinson. It passed unanimously.

III. Finance—Ms. Pearson reported that the Library made \$60,748 last year as she had predicted. We spent \$12,652.00 which netted the Library approximately \$48,000. The copier machines made \$1,100 last month and the Library was charged \$68 for maintenance/supplies. The Library also made \$7,600 for the year in room reservation which was significantly more than previous years.

There will now be \$121,600 in the unappropriated fund balance. About \$100,000 will be taken out for new shelving but not until November and December. Ms. Pearson is still working on getting the numbers and will be applying for a grant to do some other things in the junior department.

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

IV. Friends Report—Mr. Merchan, Friends Co-President, thanked the Board for its invitation. Mr. Merchan hopes the Board gets a chance to meet the new Co-President Shay Nagarsheth and the new V.P. Candy Murias.

Mr. Merchan reported the Friends are working hard to identify issues that are relevant for them. The Friends want to leave a legacy and are concerned about the future. There are many opportunities to improve i.e. bringing books to the bank. We have to identify ways to make money, i.e. Ridgefield Library sells books online and makes \$4,000 a month. We want to expand the Book Nook. Also, looking at ways to encourage children of low income families to read.

President Moore thanked Mr. Merchan for his report and on behalf of the Board extended a welcome invitation to attend the Library Board meetings.

V. Director's Report—

Statistics: Ms. Chung reported that this past June, we had to move the summer reading/kickoff to July because of the revised school schedule so the stat comparison to last June is different. The computer use for the whole year is significantly more than last year. The program numbers and ESL numbers are going up but some of the ESL classes are taking a break in the summertime. The Interlibrary loan number is down because of the challenges at the state level. In looking at the year as a whole, people are coming in to use our space. Programs, computer usage and space usage are the three biggest items that continue to grow.

Ms. Chung advised the Board that in moving forward what we provide will be a little pared down. Our focus will be on the main points, such as circulation and programming in order to streamline the report. If there are any other questions, we can answer them. Concerning a question about the use of Kanopy, Ms. Chung said it is used more in house with programming. Last month it had over 100 users. Mr. Summ recommended advertising the Consumer Report write-up on Kanopy in Library publicity.

Ms. Pearson highlighted the fact that people use us as a community space and not so much for checking out books. We have become a more on-demand society. People are demanding space.

Mr. Falkenthal enquired about our low numbers in database usage. Ms. Pearson pointed out that we pay for some of the databases—Ellis, Ancestry and Prounciator and their numbers fluctuate. For example, we only have 12 licenses for 12 people to use Ellis. Ancestry numbers tend to increase when we offer instructional classes on it.

Staffing: Ms. Pearson explained that the hiring freeze is still in effect. Ms. Pearson has received a retirement letter from Ms. Cindy Lappala who will retire in October. Ms. Pearson will revamp the job description. It is an important position and we have received permission to hire but we can't start the hiring process until she leaves.

Café:—Ms. Chung reported that it is doing well and the Cafe has expanded its' menu. Business is starting to pick up. It appears that people are in there throughout the day.

Future Development:—Ms. Pearson reported that our summer calendar is in full swing. We had about 2,000 people attend the Summer Kickoff. We were so busy and our staff and team of volunteers certainly came together.

Ms. Pearson has been talking with vendors about shelving. Our Marketing Team is working on the Strategic Plan. Some of the things pulled from the focus groups was more outreach, a mobile library and more programming outside in the community. Also, people want more comfortable seating but we don't have a huge furniture budget to replace ruined furniture every year from our clientele. More engagement with the community, immigrants and homeless is desired. According to Ms. Pearson, we have been reaching out to nursing home facilities. Ms. Garrison works the with senior center.

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

July 12, 2018

*A motion was made by Mr. Summ to accept the Minutes of June 14, 2018. It was seconded by Mr. Feinson. It passed unanimously.

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

*Mr. Feinson made a motion to omit the August, 2018 Board meeting. Ms. Damia seconded the motion. It passed unanimously.

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