

Danbury Library Board of Directors

Minutes of the Meeting

September 13, 2018

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

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

Absent: Dimples Armstrong, Nelson Merchan (Friends Co-President), Shay Nagarsheth (Friends Co-President)

II. Minutes—

*A motion was made by Mr. Falkenthal to accept the Minutes of July 12, 2018. It was seconded by Mr. Feinson. It passed unanimously.

III. Finance—Ms. Pearson reported the only expenses incurred by Board funds for July and August was for the copier maintenance fee and membership to a library association. Our copiers took in approximately \$1,200 last month and we paid \$107 in maintenance cost. As per our last discussion, last year's reserves of \$46,680.00 has been moved into the fund balance which will help toward the \$100,000 cost of new shelving. There is about \$22,000 is left in the inappropriates fund balance. We have \$81,000 in copy reserves. Last month the Library made \$5,700 from fees, fines, copies, and room reservations. By the end of the fiscal year, we should make about \$60,000.

Ms. Pearson is making sure we are being realistic on shelving. Mr. Summ inquired if the shelving will be custom? Ms. Pearson said it will not be custom made. She is working with two different companies.

*A motion was made by Mr. Summ to accept the Finance Report. Ms. Samaha seconded the motion. It passed unanimously.

IV. Friends Report— On behalf of the Friends, Mr. Feinson reported that the Friends Book Sale is next month. Last Saturday, there was a scheduled Book Drop and there was a record number of 120 cars that dropped off books. This was the last drop off before the Book Sale.

V. Director's Report—

Statistics: Ms. Chung reported there are 3 sheets in the meeting packet: one for July, one for August and the last is the final year-to-date. The format is a new consolidation of statistics to help make it easier to read. We are still recording in full. It is an overview of the basics. There are no changes in categories. Our summer reading numbers in July are ok but while participation is lower, there was an increase in the number of books read. We had a good turnout for the Mayor's Summer Reading Challenge celebration which took place in Council Chambers at City Hall.

The number of people entering was lower because we had an issue with the counter. This August there was a big increase in e-books from the State Service.

As we will see during the year, this new reporting format will show how the trends turn out. No verbiage has been changed.

Staffing: Cindy Lappala is retiring and this position has been posted. Ms. Pearson reported good news that we have received a few applications. Ms. Pearson hopes to have it filled by Jan. 1st. Ms. Lappala's farewell luncheon is scheduled for Sept. 26th at 12 p.m. Ms. Pearson expressed the hope that the Board members will attend.

Ms. Pearson was happy to also report that she was able to put in for the LTA position that was Barbara Stout's old position.

Café: no updates. He is paying the rent. Also, it is open per its posted hours.

Future Development: Ms. Pearson reported that the Strategic Planning Committee is putting the final touches on the Strategic Plan. She will present it to the Board at its October meeting. First, it will be sent to the staff for their review and any input. Hope to have it in place by January 1st.

We also put in an application for state funding for the shelving. We have not asked for state money within the last 20 years. We should have the study pod by the end of the month.

Ms. Pearson highlighted our work outside to the community.

There has been an issue this summer and we are working with the mayor's office and police to help with the situation.

Ms. Pearson recommended to the Board that they approve early closings at 5 p.m. on Thanksgiving Eve, Christmas Eve and New Year's Eve unless the City closes early.

*Ms. Damia motioned to close at 5 p.m. on Thanksgiving Eve, Christmas Eve and New Year's Eve at 5 unless the City closes early. Ms. Samaha seconded it. It passed unanimously.

Innovation Center: no information at this time.

Concerning Board vacancies, Ms. Pearson found that there is a new City process to fill Board vacancies. Mr. Austin Samuelson is the new contact person. Ms. Pearson asked the Board if they know of anyone who wants to be on the Board, the recommendation goes to Mr. Samuelson. No one party can serve on the Board. Any members no longer wishing to be on the Board, must submit a letter of resignation. President Moore pointed out that we need half of the enrolled membership to pass motions. Currently, there are 2 vacant positions on the Board. Mr. Feinson announced he will be retiring from the Board in the near future and will be moving out-of-area. The Board wished him good luck on selling his home.

Also, concerning the V. Westman Estate, Ms. Pearson reported that the City Council has approved for the Library to take possession of the books.

VI. **President's Report**— President Moore and Board members discussed how Board members can be more familiar with staff members and their responsibilities.

VII. **Adjournment**--

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

This meeting adjourned at 4:46 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. Sept. 18, 2018
Ned Moore, President Date

MOTIONS OF THE BOARD OF DIRECTORS
OF THE DANBURY PUBLIC LIBRARY

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