

Danbury Library Board of Directors

Minutes of the Meeting

November 8, 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),

Absent: Dimples Armstrong, Nelson Merchan (Friends Co-President), Shay Nagarsheth (Friends Co-President) and Katharine Chung (Assistant Library Director)

II. Minutes—

*A motion was made by Mr. Falkenthal to accept the Minutes of October 11, 2018. It was seconded by Mr. Summ. It passed unanimously.

III. Finance—Ms. Pearson reported that she did not spend any Board funds this past month. The Library made about \$1,300 in printer fees. There was a \$61 maintenance charge.

*Mr. Feinson made a motion to accept the October Finance Report. Mr. Summ seconded the motion. It passed unanimously.

IV. Friends Report—Mr. Feinson reported that the Friends Annual Book Sale made the same as last year about \$36,000 before expenses. President Moore reported seeing in the newspaper a thank you note from the Friends to all the people coming to the books sale, the people working the book sale and those who contributed to the book sale.

V. Director's Report—

Statistics: Ms. Pearson reported that the Library continues to see increases in audio and ebook circulation. The number of programs had increased as well as the number of program attendees. There was also an increase in meeting room use. Due to the Library experiencing brown-outs, the gates were down for the past two weeks and were just repaired yesterday.

Staffing: Concerning staffing, Ms. Pearson reported hiring 3 new part-time clerks and one part-time librarian. She is also looking for 2 more part-time librarians. Ms. Carvalho has been promoted to Outreach Coordinator.

Café: no report.

Future Development:

- Ms. Pearson announced that the Study Pod has been up and running since Monday and it already has had 3 reservations. There will be a Ribbon Cutting Ceremony with the Friends once we receive the Friends decal from the printer.
- After months of work by the Library's Marketing Team, Ms. Pearson was happy to present the Strategic Plan to the Library Board for their review. She urged the Board members to review it and if they have any questions, to please email her. She would like the Board to discuss it at its December meeting and then vote on it.
- Ms. Pearson is still waiting to hear from the State about the Library's grant application for the Junior floor. Concerning the timeline for this project, Ms. Pearson is hoping to do it in January and February. It will take a couple of weeks and the Junior floor would have to be closed. However, she plans on have a section in the LTC computer lab set up for the young computer patrons.

Innovation Center: no report.

VI. **President's Report—**

- President Moore reminded the Board that its annual meeting is in January as per the Board Bylaws. The Nominating Committee will be charged in December.
- President Moore presented a proclamation from the Mayor to honor retiring Robert Feinson for his many years of service to the Danbury Library Board and Friends of the Danbury Library. The Proclamation declared that Nov. 8th as Robert Feinson Day.
- Also, President Moore presented a draft of the 2019 Board meeting schedule. He instructed the Board to review it and at the next meeting to discuss any issues concerning it and then plan to vote on it.

VII. **Adjournment--**

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

This meeting adjourned at 4:20 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Nov. 13, 2018
Ned Moore, President Date
Pres.

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

November 8, 2018

***A motion was made by Mr. Falkenthal to accept the Minutes of October 11, 2018. It was seconded by Mr. Summ. It passed unanimously.**

***Mr. Feinson made a motion to accept the October Finance Report. Mr. Summ seconded the motion. It passed unanimously.**

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