

Danbury Library Board of Directors

Minutes of the Meeting

December 13, 2018

I. President Ned Moore called the meeting to order at 4:07 p.m.

PRESENT: Ned Moore (President), Gary Falkenthal, Randolph Summ, Nelson Merchan (Friends Co-President), and Katharine Chung (Assistant Library Director)

Absent: Dimples Armstrong, Joan Damia, Jimmetta Samaha, Shay Nagarsheth (Friends Co-President), Katie Pearson (Library Director),

II. Minutes—

***A motion was made by Mr. Summ to accept the Minutes of November 8, 2018. It was seconded by Mr. Falkenthal. It passed unanimously.**

III. Old Business-

A. Strategic Plan—

***After a month long review by Board members, Mr. Falkenthal made a motion to approve the Strategic Plan. It was seconded by Mr. Summ. It passed unanimously.**

B. 2019 Board Calendar—

***Mr. Summ made a motion to approve the 2019 Board Calendar. Mr. Falkenthal seconded it. It passed unanimously.**

IV. Finance—Ms. Chung reported that no Board funds were spent in November. We did receive the state grant for shelving. It will take a few months for the city and state to put together the bond. Once that is completed, we hope to begin work sometime between February and May. We anticipate about a month of down time for the work to be completed.

***Mr. Summ moved to accept the Finance Report. Mr. Falkenthal seconded it. It passed unanimously.**

V. **Friends Report**—Friends Co-President, Mr. Merchan, reported that the book sale was a similar success as last year for an estimated total of \$40,000 and a net about \$20,000. Shortly after the book sale, the Friends held an appreciation gathering for its volunteers and to also honor Mr. Feinson for his many years of service.

Mr. Merchan shared a list of volunteer opportunities with the Friends. The Red house is empty and clean and the books are stored at the bank. They are looking to purchase a scanner to aid in book sales. They also visited Ridgefield where they got a tour of the whole set up.

The Friends are currently working with Western Connecticut State University to help them with their website, messaging and brochures and procedures for next year.

VI. Director's Report—

Statistics: Ms. Chung reported that while the November numbers were low, the Library was closed for 4 days for the holidays and snow. Ms. Chung pointed out a new stat that was started last month which measures community engagement. That is all the social media marketing measures concerning our interactive Facebook and Instagram accounts. What can be seen trending for the whole year is downloadable content and computer usage but it was lowest this month. In connection with meeting room use, there was an uptick and community engagement. The Library has a lot more people using tablets. We also have a lot more programming.

Staffing: Ms. Chung reported ongoing interviews for vacancies.

Café:— no report

Future Development: As mentioned earlier, the Library received the \$100,000 state grant for the junior floor remodel. The bond process with the state needs to be secured before any contracts. We hope it is completed by February but it could be later.

Innovation Center: no report.

VII. President's Report—

- A. Nominating Committee Report—President Moore, after discussion with Board members, nominated the following slate of officers to serve in 2019:
Treasurer: Mr. Gary Falkenthal
Secretary: Ms. Joan Damia
Vice President: Mr. Randolph Summ
President: Mr. Ned Moore
- B. A budget committee will meet around May once the new city budget is received by Ms. Pearson.
- C. Board Membership: President Moore informed the Board that he had written a letter to the Mayor asking him to nominate a person or more to the Board to help fill the vacancies.

President Moore wished everyone Happy Holidays and a Happy New Year.

IX. Adjournment--

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

This meeting adjourned at 4:42 p.m.
Submitted by,
Theresa Buzaid, Executive Secretary

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

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

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