

# Danbury Library Board of Directors

## Minutes of the Meeting

February 14, 2019

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

**PRESENT:** Ned Moore (President), Joan Damia, Randolph Summ, Katie Pearson (Library Director), and Katharine Chung (Assistant Library Director)

**Absent:** Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha, Nelson Merchan (Friends Co-President), Shay Nagarsheth (Friends Co-President)

- II. **Minutes—**

**\*A motion was made by Mr. Summ to accept the Minutes of January 10, 2019. It was seconded by Ms. Damia. It passed unanimously.**

III. **Finance—**Ms. Pearson reported that no money was spent this past month. The Junior Department shelving project is currently on hold. Due to the change in the state's administration, the State Bonding Commission has postponed their meeting until the end of March. The grant money needs to be bonded before Ms. Pearson can sign any contract and place an order. Consequently, this project might be postponed until next winter when the library is not busy. Ms. Pearson and Ms. Chung will attend the ALA national conference in D.C. this June. Copy machine receipts for January was \$635. Ms. Pearson is keeping an eye on it as the revenues have declined the last few months.

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

- IV. **Friends Report—**no Friends report.

- V. **Director's Report—**

**Statistics:** Ms. Chung reported that January was a slow month but not as slow as December. The print and interlibrary-loan circulation has gone up. Usage for Overdrive went up by 300. Program attendance increased. It continues to grow.

**Staffing—**Ms. Pearson is currently awaiting the results of the full-time clerk test. She is still looking for 1 part-time librarian. Sadly, Ms. Pearson reported that she just received a retirement letter from Maryellen DeJong for this April 30<sup>th</sup>. Ms. DeJong's expressed wish is not to have a farewell party but to put the party money toward a program(s). She has been here 19 years as our Community Relations Coordinator. She does a lot of our outreach and adult programming.

During National Library Week in April, we are planning a coffee klatch with other non-profits as the theme of this year's National Library Week is "Libraries Build Strong Communities" celebration. Our 150<sup>th</sup> Anniversary is in June and today, Ms. Pearson met with the Garden Club and they will do literary arrangements. We also plan on some fun stuff for this special month.

Café:— no report.

**Future Development:**

**Innovation Center:** no report.

VI. New Business

Customer Code of Conduct— Ms. Pearson reported that there were very little changes were made

Library Internet Use Policy—Ms. Pearson reported that there were very little changes were made

**\*A motion was made by Mr. Summ to approve changes to the Customer Code of Conduct and the Library Internet Use Policy as noted. It was seconded by Ms. Damia. It passed unanimously.**

VII. **President's Report**—Mr. Moore suggested to everyone to try to think about a possible Board member as we need more people on the Board to help with our deliberations.

VIII. IX. **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 4:28 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres  
Ned Moore, President

Feb. 26, 2019  
Date

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

**February 14, 2019**

**\*A motion was made by Mr. Summ to accept the Minutes of January 10, 2019. It was seconded by Ms. Damia. It passed unanimously.**

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

**\*A motion was made by Mr. Summ to approve changes to the Customer Code of Conduct and the Library Internet Use Policy as noted. It was seconded by Ms. Damia. It passed unanimously.**

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