

Danbury Library Board of Directors  
Minutes of the Meeting  
March 14, 2019

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

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

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

- II. **Minutes**

**\* A motion was made by Mr. Summ to accept the Minutes of the February 14, 2019 meeting, it was seconded by Ms. Damia. It passed unanimously.**

- III. **Finance** – Ms. Pearson reported that no money was spent in February. The copy machine receipts for February were \$1345. The revenue from the machines is back on track after the decline of the past few months. Ms. Pearson reminded the Board that the Budget Committee will be meeting prior to the Board meeting next month, to discuss next fiscal year's budget. Ms. Pearson reported that she presented a flat city budget this year.

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

- IV. **Friends of the Library Report** – no Friends report.

- V. **Director's Report** -

**A) Statistics:** Ms. Chung reported that February was a short month due to holiday and weather closings. The library has 91 people use the new study pod in February. The program attendance showed an increase that is expected to continue now that the library's full-time Children's Program Coordinator is on board and planning more regular events. Library staff will be using the Kanopy streaming movie service for an upcoming series on the National Parks that begins in April. That service continues to be popular with patrons.

**B) Staffing:** Ms. Pearson reported that the list for the full-time clerk position has been generated, and she is in the process of setting up interviews. She hopes to fill the position by next month. She has submitted a new job description for Maryellen's position and hopes to have the job posted by the end of the month. She reported that the library is still seeking 1 part-time librarian.

C) **Update on Future Development:** Ms. Pearson reported that she is still waiting for the state to set the Bond Commission meeting. The library has reached out to state representatives for their help with this matter. The library is preparing for summer programming and the library's 150<sup>th</sup> Anniversary. On June 5<sup>th</sup>, from 5-7 pm, there will be a live band, children's performer, family activities, and food trucks to celebrate the library's anniversary. The library is trying to work with the schools to have better cooperation with the summer reading program. Ms. Pearson reported that social workers from Apex Community Center are now visiting the library once a week to provide information to individuals. So far, the program has been successful. Mr. Summ asked if the social workers were able to assist any patrons with finding housing. Ms. Pearson responded that the information exchanged by the social workers and patrons was confidential, so we are not aware of their conversations. The library continues to look for ways to help the homeless population.

D) **Café/Innovation Center Update:** No update to report

VI. **President's report:** Mr. Moore reminded the Board that the budget committee would meet next month just before the scheduled Board meeting.

XI. **Adjournment -**

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

The meeting was adjourned at 4:21 pm.

Submitted by,  
Katharine Chung, Assistant Library Director

Ned Moore, Pres  
Ned Moore, President

March 18, 2019  
Date:

MOTIONS OF THE BOARD OF DIRECTORS  
OF THE DANBURY PUBLIC LIBRARY

March 14, 2019

**\* A motion was made by Mr. Summ to accept the Minutes of the February 14, 2019 meeting, It was seconded by Ms. Damia. It passed unanimously.**

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

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