

Danbury Library Board of Directors

Minutes of the Meeting

November 14, 2019

- I. President Ned Moore called the meeting to order at 4: 03 p.m.

PRESENT: Ned Moore (President), Joan Damia, Deborah Gogliettino, Gary Falkenthal, Randolph Summ, Katharine Chung (Assistant Library Director)

Absent: Katie Pearson (Director), Dimples Armstrong, Nelson Merchan (Friends Co-President) and Shay Nagarsheth (Co-President)

- II. Minutes—

***A motion was made by Mr. Summ to accept the Board Minutes of October 10, 2019. It was seconded by Mr. Falkenthal. It passed unanimously.**

- III. Finance—Ms. Chung reported that the printer/copiers made \$1,100 and there was about \$80 in maintenance costs with no other spending.

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

- IV. Friends Report—No report available.

- V. Director's Report—

Statistics: Ms. Chung reported that in looking at the month vs. last year's October, downloadable content increased significantly. Our staff have reported that Naugatuck students and WCSU students are getting Library cards and enjoy using this Library offering. It appears the Library is averaging 100 walk-in users a month. We have just started the Truth, Racial Healing and Transformation Great Stories Book Club funded by the American Library Association, which pairs book each month with a community leader facilitator. Next month, Danbury Police Chief Ridenhour.

The *Halloween on the Green* was a success. The Diwali festival had 190 attendees. Next year, we may have to explore offsite locations because the event draws so many attendees. This event is not limited to Danbury. Our Monster Mash Craft was also well attended.

The Library's print circulation waxes and wanes. Print circulation is down across other libraries. Concerning our summer circulation, we recently rewarded Park Avenue School students who read the most by hosting a performance at their school.

Ms. Chung believes our digital usage would be significantly higher if titles were more easily available. Mr. Summ asked about the Macmillan Publishing e-book controversy and a discussion followed.

Staffing—We have interviewed for the part-time clerk and part-time librarian positions and hope to have those two staff members on board within the month. We have also interviewed candidates for the full-time clerk position and hope to have the new person start in December.

Café:— No report

Innovation Center: No report

Future Development:

- a. Our new reference librarian, Katherine recently attended a roundtable last month regarding multicultural services. She is looking at ideas to implement on how our foreign language collection can better benefit our patrons. For example, our Spanish e-books do not go out as much. She has some experience with that and will convene a team to look into it.
- b. Our Civic Engagement and Marketing Coordinator, Brian has developed a new procedure for the intake of adult and teen volunteers. We are hoping this will increase our number of library volunteers.
- c. Holiday Craft Fair on 12/7 from 10-5. It is our 3rd one and the artists have participants make a gift at their station. The event should segway nicely into Light the Lights on the Plaza that evening
- d. We are hosting the Library's Holiday luncheon on 12/11 at 11:30 a.m.

VI. President's Report—

- a. President Moore presented the 2020 Library Board Schedule.

***Ms. Damia made a motion to accept the 2020 Library Board Schedule as presented. Mr. Summ seconded the motion. It passed unanimously.**

- b. President Moore proposed to the Board the new Display Case Policy.

***Ms. Damia made a motion to accept the Display Case Policy as presented and Ms. Gogliettino seconded it. It passed unanimously. Preference is to be given to Danbury organizations and it is a first come first serve policy.**

IX. Adjournment--

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

This meeting adjourned at 4:40 p.m.

Submitted by,

Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

Nov. 20, 2019
Date

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

November 14, 2019

*A motion was made by Mr. Summ to accept the Board Minutes of October 10, 2019. It was seconded by Mr. Falkenthal. It passed unanimously.

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

*Ms. Damia made a motion to accept the 2020 Library Board Schedule as presented. Mr. Summ seconded the motion. It passed unanimously.

*Ms. Damia made a motion to accept the Display Case Policy as presented and Ms. Gogliettino seconded it. It passed unanimously. Preference is to be given to Danbury organizations and it is a first come first serve policy.

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