

**Danbury Library Board of Directors
Minutes of the Meeting**

December 12, 2019

I. President Ned Moore called the meeting to order at 4:01 p.m.

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

Absent: Dimples Armstrong, Friends Representative, Katie Pearson

II. Minutes—

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

III. Finance—Ms. Chung report that the only payment last month was for \$860 for the Library's Connecticut Library Consortium membership. The copier machine made \$1,080 and we paid \$80 in maintenance.

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

IV. Friends Report—no Friends Report. However, President Moore heard from Ms. Fasano that the Book Sale accounting has not been settled yet.

V. Director's Report—

Statistics—Ms. Chung reported that this month has been a little slow. While we had fewer programs in November, we had higher program attendance. Our new Civic Engagement and Marketing Coordinator, Mr. Brian Amero, is now arranging our adult programming. He has now already planned programs for the spring. We are reaching 90,000 people through social media. We have a lot of people using our services but there is a lot of engagement with us online. We have had approximately 100 walk-in room uses last month, and our program rooms were used 41 times by outside agencies. The library hosted a performance at Park Avenue School as a reward for being the school with the highest number of summer reading participants in 2019. The performances had over 700 attendees.

Staffing—A new full-time clerk will probably start next week. We have found a part-time librarian candidate but we are waiting the background check. We hope to have her start by the end of December or early January. We did receive a retirement notice from Sondra Grossi effective Dec. 1st. When Ms. Pearson returns, we will be looking at this job description and updating it.

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

December 12, 2019

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

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

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