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), Juan 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 Repcr—

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.
Our Marketing team should have the Marketing Plan drafted and available by the January or February Board meeting. The programming group is currently planning for spring programs. Informal programs started by patrons at the library have increased, particularly in the teen area. The Pcd is going strong—about 50 uses on average a month.

Ms. Chung was also pleased to report that our State construction grant is on the agenda for Dec. 18th. Rep. Bob Godfrey reached out to congratulate us and a lot of people wrote letters in support of the Library. That grant is for $100,000 with matching funds by the Board.

Café:— No report. Currently closed a few days due to a death in the family.

Innovation Center: No report

VI. President’s Report— In January, the Board holds its annual meeting at which time we have the election of officers from a report by the Nominating Committee. President Moore appointed Ms. Damia, Mr. Falkenthal and Mr. Summ to the Nominating Committee with Mr. Summ as its Chair. President Moore asked the Nominating Committee to give its report in January.

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 4:20 p.m.

Submitted by,
Theresa buzaid, Executive Secretary

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Ned Moore, President

Date
Dec. 18, 2019
MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

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