

Danbury Library Board of Directors

Minutes of the Meeting

January 9, 2020

- I. President Ned Moore called the meeting to order at 3:59 p.m.

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

Absent: Dimples Armstrong, Deborah Gogliettino, Nelson Merchan, Co-President Friends, Shay Nagarsheth, Co-President Friends

- II. Minutes—

***A motion was made by Mr. Summ to accept the Board Minutes of December 12, 2019. It was seconded by Ms. Damia. It passed unanimously.**

III. Ms. Pearson reported that copiers earned \$947 last month but cost the Library \$67 in maintenance. Ms. Pearson noted that she has not been getting any reports from Raymond James so she will follow up on that.

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

- IV. Friends Report—no report made.

- V. Director's Report—

Statistic—Ms. Chung reported that while December was a slow month due to holiday closings and weather, we did increase the number of card holders especially as a result our outreach programs.

We have had big attendance for our programs. We had a number of school visits in connection with the Danbury Museum and the Founding Era grant with a total of about 400 students. Our Noon-Years-Eve party had about 90 people. However, our computer usage is down a little.

Staffing—Ms. Pearson reported that the new full-time clerk (formerly Liz Santore's position) Wendy Aponte has been hired and had started last month. She used to work at the Library in the 90s until the Library fire.

We are still searching for a part-time clerk and part-time librarian. We have revised Sondra Grossi's job description which will have more focus on teaching classes. It will still be a full-time position. The City's

IT department will take over network issues. We have submitted and are waiting for the job description approval and then the search process will probably take a few months.

Café:— no report

Innovation Center: No report

Update on Future Development—Ms. Pearson announced that the Library's State construction grant has finally been approved. The city has signed it and it now goes to the State librarian who has to sign it. Once it comes back to us then we can place the order. All prices remain the same as they are state contracting prices. If we place the orders by mid-February, it takes 12 weeks for the shelving to come in. Possibly April will be the start date. We would then close the Junior Department for about a month. Our old shelving would have to be put out for auction. Assembly of new shelves would be by the vendor company. Removing and replacing the books operation would be handled by our staff. We will send notices to schools as well as to all our patrons once we have a firm date when the shelving will arrive.

Also, the Library's proposed 2021 city budget has been submitted to city hall.

VI. **President's Report**—

A. The Nomination Committee Chair, Mr. Summ, submitted the committee's proposed 2020 slate of officers:

President: Mr. Ned Moore

Vice President: Mr. Randolph Summ

Treasurer: Mr. Guy Falkenthal

Secretary: Ms. Joan Damia

***A motion to accept the Nomination Committee's 2020 slate of officers was made by Ms. Damia and seconded by Mr. Falkenthal. It passed unanimously.**

B. **Finance Committee**—President Moore appointed the Treasurer, Mr. Falkenthal, to chair the Finance Committee to include Ms. Damia and Mr. Summ, to review the budget prior to the April presentation to the Board by Ms. Pearson.

C. **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: 25 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres
Ned Moore, President

Jan. 13, 2020
Date

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

January 9, 2020

***A motion was made by Mr. Summ to accept the Board Minutes of December 12, 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 Mr. Summ. It passed unanimously.**

***A motion to accept the Nomination Committee's 2020 slate of officers was made by Ms. Damia and seconded by Mr. Falkenthal. It passed unanimously.**

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