

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – January 15, 2009

President Ned Moore called the meeting to order at 3:58PM.

PRESENT: Ned Moore, President, Joan Damia, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Anne Leclercq, FRIENDS.

1. Minutes – December 11, 2008

***Motion made by Mr. Goodman to accept the minutes of the December 11, 2008 meeting. It was seconded by Mr. Mosley and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the December report. There were some expenses for staff development and for vendors to be used for the Summer Reading Program. Mr. Hasskarl reported that Dan Garrick of the Finance Department has informed him that City pension accounts, which lost \$400,000, are totally separate from the Library Board funds.

***Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Ms. Damia and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Anne Leclercq

Ms. Leclercq reported that the FRIENDS membership currently consists of 257 members. Lisa Keller will be sending out membership renewal information soon. Mr. Hoffer suggested that membership renewals should be done prior to January so that people can claim this on their taxes. The FRIENDS have four candidates interested in joining the board, and two will be attending the February meeting to see if they would be interested. The FRIENDS website now includes a new candidate information sheet that interested parties can fill out and submit. The next book sale is planned for March.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that total circulation continues to be up 6% over last year at this time. The use of databases is dropping as more databases are being eliminated. The door count will be done daily for the next month or so in an effort to determine if the numbers being reported are accurate or if the actual count is being thrown off due to unauthorized persons touching the mechanisms.

Personnel: Michele Capozzella, the new Assistant Director, will begin on Monday, January 26, 2009. Ms. Capozzella attended the Staff Meeting on January 15, 2009 to meet staff and informed all present that she is looking forward to working at the Danbury Public Library. Mr. Hasskarl reports that Ms. Capozzella is highly qualified and extremely personable. The position of Junior Services Librarian was advertised in the *News-Times* on Sunday, January 11, 2009 and on the Library and City websites on Monday, January 12, 2009. Applications are due by February 2, 2009, and the Civil Service Commission will be meeting on February 11, 2009 to review these applications. The positions of A/V Coordinator and Library Technology Coordinator still remain open due to the hiring freeze.

Programs & Services: Mr. Hasskarl is still working on the Praxair Grant which will be used for an upgrade of the current self-check units. The total expected cost for the necessary upgrades will be about \$9,000.00. Mr. Hasskarl and Laura Eisenberg will be meeting in the next few months to review the current procedures for Library fines and loans. In conjunction with this review, Mr. Hasskarl is looking to improve the relationship between the Danbury Public Library lending policies and the policies of Western Connecticut State University.

Building & Security: Mr. Hasskarl informed the board that the new cooling tower has been installed, but not yet hooked up. The City of Danbury IT department is working on connecting the Keyscan door locks to the City's computer system, and when this is completed, staff will be given access.

Policy Review: The review of the policy on "Removal or Exclusion of Customers" was postponed until the February meeting. The Management Team of the Library had several items that need input from Corporation Counsel prior to the finalizing of this policy.

5. President's Report/Old Business – Ned Moore

Mr. Moore reported that no meeting date has been set for the ad-hoc committee that Common Council appointed to review the Union Savings Bank lease. Common Council also needs to name a replacement for Jim Johnson who is no longer able to serve on the ad-hoc committee. Mr. Moore explained to the board that he and Mr. Hasskarl will make a point to the ad-hoc committee that the space now occupied by the Union Savings Bank is a necessity for the Library and a convenience for the bank. They hope to be able to convince the ad-hoc committee to allow the Library use of the space by 2012. The board felt it would be prudent to reinstitute the former policy of inviting Common Council to attend a "breakfast" at the Library.

6. New Business – Mark Hasskarl

Mr. Hasskarl informed the board that the current six month agreement between the City of Danbury and the union regarding the four-day work week ends on March 26, 2009. If the union approves a six-week extension, as per the contract, the four-day work week will continue until Memorial Day. Mayor Boughton has informed Mr. Hasskarl that when negotiations for a new agreement on the four-day work week begin, he will insist that the Library be exempt. The Library will attempt to accommodate those full-time employees who want to continue a four-day work week, but the day off will not always be a Friday or a Monday. The Library will begin regular summer hours after Memorial Day. The Library will be open from Monday through Saturday for the summer, and Mr. Hasskarl hopes to reopen seven days a week after Labor Day.

***Motion made by Ms. Damia to adjourn at 4:53PM. It was seconded by Mr. Goodman and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date _____

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

January 15, 2009

- 1. *Motion made by Mr. Goodman to accept the minutes of the December 11, 2008 meeting. It was seconded by Mr. Mosley and approved unanimously.**
- 2. *Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Ms. Damia and approved unanimously.**
- 3. *Motion made by Ms. Damia to adjourn at 4:53PM. It was seconded by Mr. Goodman and approved unanimously.**

