

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – March 12, 2009

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

PRESENT: Ned Moore, President, Rob Feinson, Gary Falkenthal, Bill Goodman, Bob Mosley, Douglas Van Clief, Mark Hasskarl, Director, Michele Capozzella, Assistant Director, Tanya Castiglione, FRIENDS.

Mr. Moore welcomed the newest member of the City Board of Directors, Gary Falkenthal.

1. Minutes – February 19, 2009

***Motion made by Mr. Mosley to accept the minutes of the February 19, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the February report. Expenses included the purchase of security strips to protect DVDs and CDs, new entrance area mats, a workshop for Maryellen DeJong, and a TV and stand for the program room. Mr. Mosley asked Mr. Hasskarl if Public Buildings could take a look at the doors from Bank Street as they are often found ajar.

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

2009/2010 Budget: Mr. Hasskarl reported that as per the City's request, the library submitted another version of the proposed 2009/2010 budget with a 5% reduction to be considered if necessary. There has been no further word on the status of the budget.

3. FRIENDS OF THE DANBURY LIBRARY – Tanya Castiglione

Dr. Castiglione reported that the FRIENDS Board of Trustees is currently looking to add new members, and several candidates have come forward. FRIENDS membership has increased from 257 to 264, and the FRIENDS are looking for ways to increase their visibility to the public. The FRIENDS Board of Trustees agrees that the Union Savings Bank lease should not be extended as the library requires the use of that space. A mini book sale will take place on Saturday, March 14, 2009.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that overall circulation has increased 3% since last year at this time. Videos and books-on-tape continue to be weeded out and given to the FRIENDS. While overall ESL numbers are down, the attendance at computer classes and use of magazines has increased. Information will be gathered from bi-lingual newspapers and possibly focus groups to determine what materials the ESL population is looking for.

Personnel: Mr. Hasskarl informed the board that he had received a call from David St. Hilaire, Director of Finance, asking Mark to consider holding off on filling the Junior Services Librarian position and having someone from within the department take over the managerial responsibilities for the time being. Mr. Hasskarl reported that no one from within the department is interested in taking on even more responsibility at this time, and he is in the process of writing a letter to Mayor Boughton and David St. Hilaire stating that this position must be filled. Mr. Hasskarl also informed the board that the Mayor will be announcing a Retirement Incentive Package to help save personnel costs.

Programs & Services: Mr. Hasskarl reported that he had not yet had time to submit the application for the Praxair Grant to upgrade the self-check units. Mr. Hoffer recommended that this upgrade be done using money from the Farioly Fund and that the Praxair Grant be used for another purpose.

***Motion by Mr. Hoffer to approve the use of Farioly Funds to upgrade the self-check units in Circulation. It was seconded by Mr. Mosley and after discussion approved unanimously.**

Building & Security: Mr. Hasskarl reported that the Keyscan security system is almost ready to be activated. There are still some issues to be worked out with the connection between the library and City Hall.

Policy Review: Mr. Hasskarl reviewed the policy for posting community information and informed the board that the posting of an item does not imply that the library endorses the information. A sign informing customers of that fact will be posted along with the notices.

***Motion made by Mr. Van Clief to approve the updated “Policy for Posting Community Information.” It was seconded by Mr. Mosley and approved unanimously.**

5. President's Report – Ned Moore

Mr. Moore reviewed the request by Union Savings Bank to renew their current lease on the lower level of the LTC Building for another 20 years and the board's opposition to this request. He reminded board members to contact the members of the Common Council to inform them of the board's position on this matter. No date has been set for the ad hoc committee appointed to review the Union Savings Bank's request. It is hoped that this committee will meet in April.

Mr. Hasskarl informed the board that the Otto Company has completed the work on the cooling tower and that the Highway Department of the City of Danbury will continue to maintain the plaza. Mr. Hoffer asked Mr. Hasskarl to check into the term dates listed for the board.

***Motion made by Mr. Goodman to adjourn at 4:54PM. It was seconded by Mr. Van Clief and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date: _____

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

March 12, 2009

- 1. *Motion made by Mr. Mosley to accept the minutes of the February 19, 2009 meeting. It was seconded by Mr. Feinson and approved unanimously.**
- 2. *Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Van Clief and approved unanimously.**
- 3. *Motion by Mr. Hoffer to approve the use of Farioly Funds to upgrade the self-check units in Circulation. It was seconded by Mr. Mosley and after discussion, approved unanimously.**
- 4. *Motion made by Mr. Van Clief to approve the updated “Policy for Posting Community Information.” It was seconded by Mr. Mosley and approved unanimously.**
- 5. *Motion made by Mr. Goodman to adjourn at 4:54PM. It was seconded by Mr. Van Clief and approved unanimously.**