

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – April 16, 2009

President Ned Moore called the meeting to order at 3:59PM.

PRESENT: Ned Moore, President, Rob Feinson, Joan Damia, Gary Falkenthal, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Michele Capozzella, Assistant Director, Donna Coelho, FRIENDS.

Mr. Moore welcomed Laura Eisenberg and Maryellen DeJong of the library staff.

1. Minutes – March 12, 2009

***Motion made by Mr. Goodman to accept the minutes of the March 12, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the March report. Expenses included attendance at two workshops by staff, and there was a donation of \$100 from a customer. Mr. Hasskarl reported that although it is not yet reflected on the Farioly Fund Report, the Finance Department has finally moved the expenditure of the money for the Keyscan system from Libraryfund to Farioly. Finance has still not broken out the interest amounts earned for Farioly vs. Learmont but has assured the Library that it will.

***Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**

2009/2010 Budget: Mr. Hasskarl reported that proposed 2009/2010 budget that the Mayor presented to the Common Council on Tuesday, April 7, 2009 reflected an even greater reduction than the additional 5% reduced budget that was submitted in March. Mr. Hasskarl will email/fax a copy of the proposed budget to the Library Board.

Mr. Hasskarl asked the board to approve the expenditure of \$2,383.00 to purchase the newest version of the WinWay Resume Deluxe software for the library.

***Motion made by Mr. Goodman to approve the purchase of the WinWay Resume Deluxe software in the amount of \$2,383.00 using Libraryfunds. It was seconded by Mr. Feinson and approved unanimously.**

Mr. Hasskarl informed the board that he was postponing a decision on upgrades to the Farioly Room projection equipment. Two quotes have been received and they must be reviewed, compared and discussed with the Management Team first.

3. FRIENDS OF THE DANBURY LIBRARY – Donna Coelho

Ms. Coelho reported that the FRIENDS are monitoring their investments carefully in the light of the current financial situation. They presently have a conservative policy that they will continue to follow. FRIENDS membership is currently just under 300 with a goal of 400 members. The book sale in February was very successful. The FRIENDS now have one new board member and two more interested in joining.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that circulation continues to go up and overall circulation is higher than last year at this time even with the Friday closing. Tape formats are being weeded out, and Junior circulation in particular is going well, especially in the teen section. Ms. Capozzella informed the board that this is due to the excellent job that Dymphna Harrigan does in material selection. Mr. Hasskarl reported that external hits to the library website are up 21%.

Programs & Services: Mr. Hasskarl reported that one-on-one job workshops had begun in the spring, and Chris Salaz will begin computer classes in English before the library opens in the morning. The Management Team will be looking at the suggestions for the Praxair Grant and make a final decision prior to the next board meeting. Mr. Hasskarl will be meeting with Laura Eisenberg and Michele Capozzella to review the fine policies, and Mr. Hasskarl hopes to have the updated Long-Range Plan finished for review by the board in May.

Building & Security: Mr. Hasskarl informed the board that the City has informed him that the Keyscan system should be operational as soon as the City IT Department enters the information provided to it by the library.

Policy Review: Mr. Hasskarl distributed a copy of the letter he received from Dianne Rosemark of Corporation Counsel in answer to questions and concerns the library had regarding the removal and exclusion of customers. Mr. Hasskarl informed the board that once a customer has \$5.00 in fines, he is unable to take out material or use the computers. Ms. Eisenberg explained that fines in excess of \$5.00 are possible when an individual takes out the maximum number of items allowed and then doesn't return the material.

Personnel: Mr. Hasskarl met with the Mayor on April 14th and was informed that the library will no longer be allowed to fill the Junior Services Librarian position or the two page positions that had originally been promised. The Mayor also

informed Mr. Hasskarl that the library must open on Fridays after Memorial Day and seven days a week after Labor Day. Mr. Hasskarl distributed a proposed schedule for the library that the Management Team put together due to the staff shortages and the Mayor's unwillingness to replace or fill any openings. Mr. Hasskarl informed the board that the library is unable to continue being open the same hours and providing the same service, and the Management Team felt the only solution would be a modified schedule and a reduction in programs and services until such time as the Mayor allows the library to be fully staffed. The schedule the Management Team recommended includes opening at 1:00PM on Monday and Wednesday, closing at 5:00PM on Tuesday, Thursday and Friday, closing at 1:00PM on Saturday and keeping the Sunday schedule the same. All full-time employees will continue to work their 35 hours per week and part-timers will be asked to adjust their hours depending upon their availability.

Mr. Hasskarl informed the board that in December, 2008 he wrote to the Mayor with a justification for hiring a Junior Services Librarian to replace Veronica Stevenson who had just resigned to take another position. Mr. Hasskarl wrote to the Mayor and David St. Hilaire again in February to explain the need for the Junior Services Librarian when the hiring process was halted. He further explained that the City had already saved over \$160,000.00 in salaries as of mid-March due to the current openings.

Mr. Hasskarl explained that if the board approves the schedule proposed by the Management Team, he will then write to the Mayor to summarize the agreements that were made by Mr. Hasskarl and the Mayor in their meeting of April 7th and to present the schedule. The board asked that Mr. Hasskarl provide an explanation of the programs and services being dropped and what is being lost in staff, time, hours and schedules and to stress that this is a schedule that the library is being forced to make because of the decisions by the Mayor. The board felt strongly that this situation is catastrophic and action needs to be taken. Danbury is growing in population and needs, and the library and the board are being forced to do what is necessary, not what they would like to do.

***The Library Board is forced to approve a change to the library schedule in addition to reducing programs and services offered at the library and does so reluctantly. Motion made by Mr. Goodman, seconded by Mr. Mosley, and approved unanimously.**

5. President's Report – Ned Moore

The board wanted to congratulate Darlene Garrison on winning an award from the CLA for the design of the 2008 Summer Reading brochure. Mr. Moore informed the board that John O'Donnell spoke to the Danbury Men's Club and did a great job.

6. Old Business – Ned Moore

Mr. Moore asked all board members to be sure to call the members of the Common Council regarding the extension of the Union Savings Bank lease. Mr. Hasskarl informed the board that he understands that the ad hoc committee of the Common Council may meet before the end of May. Mr. Goodman reported that the Democratic members of Common Council that he had spoken to had been understanding of the library's position on the extension of the lease, but expressed concern regarding where the funds will come from for the renovation of the bank building. Mr. Hasskarl explained that funds will not be needed for at least another five years, and that the State Library has increased the amount it will donate to municipal libraries for renovations and that money can also be acquired through fundraising.

7. New Business – Ned Moore

The board thanked Laura Eisenberg and Maryellen DeJong for attending the meeting. Mr. Mosley thanked Ms. Eisenberg on behalf of the board for all that she has done for the library and for her years of service, and the board wanted to wish her well on her retirement in June.

***Motion made by Mr. Goodman to adjourn at 5:10PM. It was seconded by Ms. Damia and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date: _____

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

April 16, 2009

- 1. *Motion made by Mr. Goodman to accept the minutes of the March 12, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**
- 2. *Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**
- 3. *Motion made by Mr. Goodman to approve the purchase of the WinWay Resume Deluxe software in the amount of \$2,383.00 using Library funds. It was seconded by Mr. Feinson and approved unanimously.**
- 4. *The Library Board is forced to approve a change to the library schedule in addition to reducing programs and services offered at the library and does so reluctantly. Motion made by Mr. Goodman, seconded by Mr. Mosley, and approved unanimously.**
- 5. *Motion made by Mr. Goodman to adjourn at 5:10PM. It was seconded by Ms. Damia and approved unanimously.**