

**THE DANBURY PUBLIC LIBRARY**

**CITY BOARD OF DIRECTORS**

**REGULAR MEETING – June 11, 2009**

President Ned Moore called the meeting to order at 4:00PM.

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

1. Minutes – May 14, 2009

**\*Motion made by Mr. Feinson to accept the minutes of the May 14, 2009 meeting. It was seconded by Mr. Hoffer and approved unanimously.**

2. Financial Report – Mark Hasskarl

**Financial Reports:** Mr. Hasskarl presented the Board with the May report. Expenses included supplies for audiobooks, CDs, and an upgrade to the resume software as well as a transfer of money from receipts to books. Mr. Hasskarl reported that Margaret Franks will be meeting with Dan Garrick, Assistant Finance Director, to review the Farioly Report. Mr. Hasskarl explained that the City of Danbury Finance Department invests the board designated funds, and these funds are separate from the city's funds. The board funds come from two sources: the money brought in from fines, and money received through the state Connecticut card program. Mr. Goodman asked about the cuts to libraries proposed by Governor Rell, and Mr. Hasskarl explained that if these cuts actually go through, it would be devastating to the library. The loss of funds from Connecticut card, which is money from the state based on the number of books and materials sent to other libraries and also based on the population of Danbury, would be one of the results of the cuts that Governor Rell has proposed. Mr. Hasskarl further explained that Learmont funds are for ESL use only, and the money in the Farioly Fund must be approved by Common Council and be used only for expenses outside of the normal operating budget that would benefit all library users.

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

**2009-2010 Fund Requests:** Mr. Hasskarl presented the Board Designated Funds FY 2009-10 Requests to the board and explained that, due to the current financial crisis, the city budget was reduced, and the library is requesting approval to purchase materials using library board funds, Learmont funds and Farioly Funds. Mr. Hoffer pointed out that the Farioly Funds are not to be used for basic expenses, and that to

maintain the integrity of the Farioly Funds, the money needed to cover the shortage from the city budget should come only from the library board funds and Learmont. Mr. Hasskarl further explained that the budget for web design was drastically reduced due to the fact that the library now has a true Webmaster who is able to do much of the work that was once outsourced. Staff development needs were also able to be reduced because of a reduction in travel and conferences being attended. The library will set up a credit card through the Connecticut Library Consortium using staff development money, and staff will use the credit card when booking travel and for items that can only be renewed online with a credit card.

**\*Motion made by Mr. Hoffer to approve the Board Designated Funds FY 2009-10 Requests as amended with the \$7,055 budget shortfall to come from Board Designated Funds as opposed to Farioly Funds. It was seconded by Mr. Mosley and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Lisa Keller

Ms. Keller reported that the FRIENDS are keeping a close watch on their investments. Membership numbers remain steady, and four new board members have been added, leaving three more vacancies. The current treasurer Chris Weir will be stepping down, and Ms. Keller will be taking his place. Tanya Castiglione will be finishing out Ms. Keller's term as president. The FRIENDS are anxiously awaiting news from City Hall regarding the Union Savings Bank lease, and they are expanding their use of email to contact their membership. There will be a mini-book sale on Saturday, June 27 with the theme of "Go Green – Buy Used". Mr. Moore expressed the board's appreciation for the letters written by members of the FRIENDS in support of the library. Mr. Mosley thanked Ms. Keller for the wonderful job she has done as president of the FRIENDS for the past year and acknowledged that it is not an easy task.

4. Director's Report – Mark Hasskarl

**Statistics:** Mr. Hasskarl reported that circulation is 1% over last year at the same time. Tape formats continue to be dropped. June will be the first month since August when there will be an exact daily match for statistics. Mr. Hasskarl informed the board that Connecticut residents use their local library card while at Danbury Public Library and only out-of-state residents pay a yearly fee to use the library.

**Personnel:** Mr. Hasskarl reported to the board that the request to replace the Manager of Lending Services has been sent to the Personnel Department, as per the Mayor's direction. The position will be open to eligible DMEA members and if filled by someone from within the library would still leave an opening of 35 hours weekly. Mr. Hasskarl told the board that Mayor Boughton informed the cabinet that studies will be done for those departments hardest hit by the early retirements.

**Programs & Services:** Mr. Hasskarl informed the board that the upgrade to the self-check units was ongoing and some problems have been encountered, but the library is working with Libramation to work on solutions. Mayor Boughton approved the closing of the library on Saturday, July 4<sup>th</sup>. The kick-off for the One Book, One Lake event took place in Sherman on June 10<sup>th</sup> and featured a slide show of the history of Candlewood Lake. Mr. Hasskarl reported to the board that holds can now be placed only by Danbury residents and taxpayers and are limited to ten.

Mr. Hasskarl distributed an op-ed piece that he hopes to have submitted to the News-Times to clarify the information about the changes that the library has had to institute due to staffing shortages and budget cuts. There was discussion regarding whether the op-ed should be presented as a statement from the entire board or from Mr. Hasskarl only, and the general consensus was that it should be a statement from the board. The board asked Mr. Hasskarl to run the piece by Mayor Boughton to make him aware of the clarification of facts that the library board wants to send to the News-Times.

**Building & Security:** Mr. Hasskarl informed the board that due to a breakdown in January of the unit that controls the heating and cooling of the main floor, there is no A/C on the main floor at this time. Public Buildings is looking into a temporary solution to this problem, and the design and bidding process to fix this unit will be done over the summer with the project slated to be done in the fall. The project was not able to be done any earlier as the source of funds to pay for the repair needed to be located and a grant money became available. In the meantime, the library, with the approval of the Mayor, will follow guidelines set by OSHA when determining if the library will need to close due to excessive heat.

**Policy Review:** Mr. Hasskarl reported to the board that Corporation Counsel has not yet had a chance to review that changes made to the policy on “Removal or Exclusion of Customers.”

5. President’s Report – Ned Moore

**\*Motion made by Mr. Mosley for the Library Board to meet on July 16<sup>th</sup> but to forego the August 13<sup>th</sup> meeting. It was seconded by Ms. Damia and approved unanimously.**

6. Old Business – Mark Hasskarl

Mr. Hasskarl reported that the Library Management Team agreed that the library should apply for a Praxair Grant to improve the current computer reservation system with Envisionware. The grant will be ready to go to Praxair in July when they will begin to consider new grants.

**\*Motion made by Mr. Goodman to approve a Praxair Grant request to improve the computer reservation system with Envisionware. It was seconded by Mr. Mosley and approved unanimously.**

**\*Motion made by Mr. Goodman to adjourn at 5:00PM. It was seconded by Mr. Mosley and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date: \_\_\_\_\_

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

**June 11, 2009**

- 1. \*Motion made by Mr. Feinson to accept the minutes of the May 14, 2009 meeting. It was seconded by Mr. Hoffer and approved unanimously.**
- 2. \*Motion made by Mr. Feinson to approve the financial report as presented. It was seconded by Mr. Mosley and approved unanimously.**
- 3. \*Motion made by Mr. Hoffer to approve the Board Designated Funds FY 2009-10 Requests as amended with the \$7,055 budget shortfall to come from Board Designated Funds as opposed to Farioly Funds. It was seconded by Mr. Mosley and approved unanimously.**
- 4. \*Motion made by Mr. Mosley for the Library Board to meet on July 16<sup>th</sup> but to forego the August 13<sup>th</sup> meeting. It was seconded by Ms. Damia and approved unanimously.**
- 5. \*Motion made by Mr. Goodman to approve a Praxair Grant request to improve the computer reservation system with Envisionware. It was seconded by Mr. Mosley and approved unanimously.**
- 6. \*Motion made by Mr. Goodman to adjourn at 5:00PM. It was seconded by Mr. Mosley and approved unanimously.**