

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – July 16, 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, Olga Pina, FRIENDS.

1. Minutes – June 11, 2009

***Motion made by Mr. Mosley to accept the minutes of the June 11, 2009 meeting. It was seconded by Ms. Damia and approved unanimously.**

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the June report. Expenses included paper and processing supplies and reimbursement for conferences, as well as a transfer of money from receipts to books. Mr. Hasskarl reported that there is no Farioly Report due to the fact that the city is closing out its fiscal year.

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

2009-2010 Fund Requests: Mr. Hasskarl presented the Board Designated Funds FY 2009-10 Requests to the board to be voted on once again. He explained that the library does not have access to all of the Learmont interest and that instead of the requested amount of \$5250, only approximately \$3500 in 2008-2009 interest will be available. The remaining \$1750 difference will be shifted into Contingency and will not change the bottom line. Margaret Franks met with Dan Garrick, Assistant Finance Director, to review the Farioly Report, and she was informed that the interest from Learmont is rolled into Farioly at the end of the fiscal year, which is why there is less money available. Mr. Falkenthal asked if this had just been discovered, and Mr. Hasskarl replied that it had but Finance is working on pulling out the Learmont interest separately for our September records. Mr. Hoffer expressed concern that the Board Designated funds were being used to cover items that the city should be paying for and inquired about budget cuts other city departments are facing. Mr. Hasskarl explained that most city departments had lost at least 5%, and the library is very fortunate to have the board funds available. Mr. Hoffer also stated that the library will not be able to do things that are not included in the city budget and which do not meet the Farioly requirements.

Mr. Mosley asked Mr. Hoffer how difficult it would be for the board to make alterations to the designated use of the Farioly funds. Mr. Moore asked that the September board meeting agenda include a review of what the Farioly fund may be used for.

***Motion made by Mr. Feinson to approve the Board Designated Funds FY 2009-10 Requests with \$3500 to come from Learmont interest and the remaining \$1750 to come from Contingency. It was seconded by Ms. Damia and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Olga Pina

Ms. Pina reported that Tanya Castiglione is now the president of the FRIENDS Board and Lisa Keller is the treasurer. The mini book sale held by the FRIENDS on June 27th was successful and made \$477. The FRIENDS currently have 273 paid members. Mr. Mosley thanked the FRIENDS for the great job that they are doing, and the sentiment was shared by other members of the board. Mr. Hasskarl noted that the FRIENDS would be having a meeting in August but not in July.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that circulation is 1% over last year at the same time. Circulation of books on cassette and VHS tapes continues to drop. Mr. Hasskarl stated that it is significant that we are still ahead in circulation over the same time last year considering we were closed on Fridays. Mr. Moore asked if there were any significant changes that should be discussed, and Mr. Hasskarl answered that there were not. Mr. Falkenthal had a question about the 34% drop in programs, and Mr. Hasskarl explained that the staffing shortage has required that we cut back significantly on the number of programs we offer.

Personnel: Mr. Hasskarl reported to the board that the Manager of Lending Services position has been posted on the city's website and with the union. The position is 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 four library employees have expressed an interest in the position, and the deadline for applying is August 6. Mr. Falkenthal had a question about the addition of the phrase "or equivalent experience," and Mr. Hasskarl stated that it was approved by both the Personnel Department and the union. Mr. Moore asked when we could expect to have the position filled, and Mr. Hasskarl speculated the end of October.

Building & Security: Mr. Hasskarl informed the board that the temporary repair of the main condenser coil that took place at the beginning of the month has held and all floors of the library currently have air conditioning. Mr. Hasskarl also reported that the project to replace the old equipment will soon be sent out to bid and explained the steps to be taken to bring the project to completion.

Policy Review: Mr. Hasskarl reported to the board that Corporation Counsel has reviewed the changes made to the policy on “Removal or Exclusion of Customers” proposed by Mteam and asked that the policy be approved by the board.

***Motion made by Mr. Goodman for the Library Board to approve the changes made to the “Removal or Exclusion of Customers” policy. It was seconded by Mr. Mosley and approved unanimously.**

5. President’s Report – Ned Moore

Mr. Moore noted that it was voted that the board would not meet in the month of August and would reconvene in September. He also reminded the board that the Mayor would soon be making an announcement concerning the Union Savings Bank space. Mr. Goodman felt the bank should be able to renew its lease on a year-to-year basis with the understanding that the library would take over the space at some later date.

6. Old Business – Mark Hasskarl

Mr. Hasskarl reported that the Praxair Foundation grant application to improve the current computer reservation system with Envisionware had been submitted and there has been no response as of yet. Mr. Mosley inquired about the use of the Immanuel Lutheran parking lot, and Mr. Hasskarl responded that staff may no longer use the lot as per the Mayor. Mr. Hasskarl informed the board that it is time to begin discussing the library’s hours for the fall. Since the board will not be meeting in August, Mr. Hasskarl asked their permission to have a vote by email to approve the proposed schedule to be sent to the Mayor for approval. The board agreed. Mr. Hoffer asked about the Keyscan system, and Mr. Hasskarl said it is working well except for occasional problems with the Farioly program room.

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

Respectfully submitted by,

Michele Capozzella

Date: _____

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

July 16, 2009

- 1. *Motion made by Mr. Mosley to accept the minutes of the June 11, 2009 meeting. It was seconded by Ms. Damia and approved unanimously.**
- 2. *Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Falkenthal and approved unanimously.**
- 3. *Motion made by Mr. Feinson to approve the Board Designated Funds FY 2009-10 Requests with \$3500 to come from Learmont interest and the remaining \$1750 to come from Contingency. It was seconded by Ms. Damia and approved unanimously.**
- 4. *Motion made by Mr. Goodman for the Library Board to approve the changes made to the “Removal or Exclusion of Customers” policy. It was seconded by Mr. Mosley and approved unanimously.**
- 5. *Motion made by Mr. Goodman to adjourn at 5:00PM. It was seconded by Mr. Falkenthal and approved unanimously.**