

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – November 12, 2009

President Ned Moore called the meeting to order at 4:02PM.

PRESENT: Ned Moore, President, Dimples Armstrong, Gary Falkenthal, John Hoffer, Robert Mosley, Mark Hasskarl, Director.

1. Minutes – October 15, 2009

***Motion made by Mr. Hoffer to accept the minutes of the October 15, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the report for October. Board expenses for October included reimbursement to staff for mileage and attendance at workshops and other library-related business, an American Express card with the Connecticut Library Consortium, heaters for the library, and films. Finance has still not responded with the requested information regarding the Farioly and Learmont funds, and there is still no final clarification on approval for spending of Learmont money.

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

***Motion made by Mr. Mosley to approve the expenditure of \$479.60 to California Language Lab for ESL books and CDs from the Learmont Fund. It was seconded by Ms. Armstrong and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY

Mr. Hasskarl reported for the FRIENDS as their representative was held up at a prior appointment. The FRIENDS reported at their meeting on October 19, 2009 that they are looking to establish an investment committee to meet with an advisor from Wells Fargo. The FRIENDS will be holding a mini-book sale on Saturday, December 12, 2009 from 10AM-2PM on the main floor, and the final numbers on the October book sale should be available at the November 16, 2009 FRIENDS meeting. The FRIENDS membership is still around 250, and they are looking for ways to increase this number.

4. Director's Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that the Management Team is still reviewing why the circulation numbers are down. The reduction in the hours that the library is open may be one reason, but the library is looking for ways to increase circulation. Mr. Hasskarl reported that staff and customers are becoming more comfortable with the self-checks, and there are fewer problems reported.

Personnel: Mr. Hasskarl announced that Darlene Garrison was chosen as the new head of the Lending Services department effective Monday, November 16, 2009. All other positions are still frozen.

Programs & Services: The 2009 One Book, One Community reading event ended on October 28, 2009 with an appearance by the author of *Hurry Down Sunshine*, Michael Greenberg. Twenty-one programs were held for this event with a total of 1,482 people attending overall.

Mr. Hasskarl reviewed with the Board the request from AT&T to have an access stand with their phone books in the library. The concern is that this would open the door to allowing other vendors to display their products in the library.

***Motion made by Mr. Hoffer to deny AT&T an access stand with phone books in the library. It was seconded by Mr. Falkenthal and approved unanimously.**

Building & Security: Mr. Hasskarl reported that there are no updates on the HVAC project at this time. As he indicated in his report, the lowest bid was approximately \$170,000 higher than the budget of \$271,000, and it was determined that the six bidders would have to re-bid the project in two parts. Public Buildings is working with Finance to see if the balance for the total project can be found so that the entire project can be done now at a savings to the city.

Policy Review: Mr. Hasskarl presented the Danbury Library Professional Development Policy to the Library Board with a few minor changes.

***Motion made by Ms. Armstrong to accept the revised Danbury Library Professional Development Policy as revised. It was seconded by Mr. Mosley and approved unanimously.**

5. President's Report – Ned Moore

Mr. Moore wanted to extend the Library Board's congratulations and well wishes to Darlene Garrison on her appointment as head of Lending Services. Mr. Moore also appointed the Danbury Library Board committees for 2009/2010. The Nominating Committee will consist of John Hoffer as chair, along with Gary Falkenthal and

Joan Damia and will present their report in December. The Finance Committee will be chaired by Bob Mosley who will be assisted by Bill Goodman. They will be contacted by Mr. Hasskarl during the budget planning for the library. Ms. Armstrong will chair the Bylaws Committee and be working with Rob Feinson. They will review the bylaws and report to the Board in January.

6. Old Business – John Hoffer

Mr. Hoffer requested that Mr. Hasskarl contact the City to get the fountain on the plaza painted. It is in need of work, and with the holidays coming, it is an eyesore.

7. New Business – Mark Hasskarl

Mr. Hasskarl reminded the Board of a workshop being held on December 15, 2009 on “Creating a Stronger Board for your Organization.” Mr. Hasskarl also shared the updated iConn Newsletter which reviews how the database has revamped its opening page to make searches more user friendly. The newsletter also included more information on budget holdbacks from the State of Connecticut and their impact on libraries.

***Motion made by Mr. Mosley to adjourn at 4:47PM. It was seconded by Mr. Hoffer and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Date _____

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

November 12, 2009

- 1. *Motion made by Mr. Hoffer to accept the minutes of the October 15, 2009 meeting. It was seconded by Mr. Mosley and approved unanimously.**
- 2. *Motion made by Mr. Hoffer to approve the financial report as presented. It was seconded by Ms. Armstrong and approved unanimously.**
- 3. *Motion made by Mr. Mosley to approve the expenditure of \$479.60 to California Language Labs for ESL books and CDs from the Learmont Fund. It was seconded by Ms. Armstrong and approved unanimously.**
- 4. *Motion made by Mr. Hoffer to deny AT&T an access stand with phone books in the library. It was seconded by Mr. Falkenthal and approved unanimously.**
- 5. *Motion made by Ms. Armstrong to accept the revised Danbury Library Professional Development Policy as written. It was seconded by Mr. Mosley and approved unanimously.**
- 6. *Motion made by Mr. Mosley to adjourn at 4:47PM. It was seconded by Mr. Hoffer and approved unanimously.**