

Danbury Library Board of Directors

Meeting

April 14, 2016

- I. President Ned Moore called the meeting to order at 4:00 p.m.
PRESENT: Ned Moore (President), Dimples Armstrong, Joan Damia, Robert Feinson, Gary Falkenthal, Robert Mosley, Randolph Summ, Connie Kaufman (Friends Co-President), Katie Ventura (Director), Katharine Chung (Assistant Director)

GUEST: Rosemary Fasano (Friends Vice President)

President Moore introduced Katharine Chung, the new Assistant Director. The Board wished her a very successful stay with us.
Also, President Moore and the Board welcomed Ms. Rosemary Fasano, Friends Vice President.

- II. Notes—March 10, 2016

*A motion was made to accept the meeting notes of March 20, 2016 by Mr. Randolph Summ. It was seconded by Mr. Robert Feinson. It passed unanimously.

March's meeting did not have a quorum so there are a few items that need to be voted on.

Ms. Ventura is planning on purchasing three new all-in-one copiers and printers. Currently, a lot of money is being spent on ink and toner. With the new copiers/printers, all we need to pay for is the paper. This will reduce cost and the Library should recoup its expense in one year.

So Board money needs to be transferred into the Board's office equipment account as follows:

FROM:

9999-5600.2615 Recordings	1,500.00
9999-5600.2620 Films	1,500.00
9999-5600.2625 Audiobooks	2,000.00
9999-5300.2040 Outside Svs	4,000.00
9999-5600.2500 Office	2,000.00
9999-5300.2090 Printing	1,000.00

TO:

9999-5700.2700 Equip Office	12,000.00
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and the P.O. should come out of the Board's Equip Office account as the Board receives the copy/printing money. The total cost for the 3 copiers/printers is \$22,000.

*Ms. Joan Damia made a motion to transfer \$12,000 of Board funds as noted above into the Board Equipment Office account 9999-5700.2700 and to purchase the three copiers/printers. Mr. Randolph Summ seconded it. The passed unanimously.

- III. April, 2016 Financial Report—Ms. Katie Ventura, Director

*Motion was made by Mr. Robert Feinson to accept the Financial Report for March 2016. It was seconded by Ms. Joan Damia. It passed unanimously.

For April's Financial Report, only \$1,000 was spent for summer reading books.

*Motion was made to accept the Financial Report for April 2016 by Mr. Randolph Summ and seconded by Mr. Robert Mosley. It passed unanimously.

IV. Friends Report—Ms. Connie Kaufman, (Friends Co-President)

Ms. Kaufman reported that on June 20th the Friends are having its 40th anniversary party. Award winning local author Mark Rubinstein "Lovers Tango" will be their guest and Arthur Murray will supply tango dances to go with the theme. Food, wine and dessert will be provided in the Farioly Room.

Concerning the Fall Book Sale, after exhausting all possibilities, Ms. Kaufman and Mr. Feinson met and spoke with Melissa and Maura (Tom retired) at the PAL Building. They do want us to hold our book sale there. We asked them for a quote on what they will charge us and they were willing to do that. Last year's rental was \$4,600.

The Friends book collections at 15 Main Street has been going very well. During the last drop off, Friends had about 86 cars. Ms. Karen Sully and Audry have moved these books to Union Savings with the help of young volunteers.

Ms. Kaufman explained that Karen Chambrovich, Friends Co-President, is running the book drop days. Ms. Kaufman is in charge of organizing meetings. Mr. Feinson is assisting us with what he does. There are some new people that are willing to work. Ms. Mary Cappiello will work with the volunteers.

There is concern that Friends is running out of space at Union Savings Bank basement. However, Ms. Kaufman feels there is enough space at this time.

V. Director's report—Ms. Katie Ventura, Director

Staffing: Ms. Katharine Chung has been appointed Assistant Director as of March 21st.

Interviews were held today to fill Ms. Chung's former position. The two full time position postings have closed and tests will be given at the end of the month. Human Resources has been great and getting people on as quickly as possible.

Future Development: The Library will be working with the City to put together a Street Fair in the fall. It will involve all the people downtown and it is separate from Taste of Danbury. It will be held sometime late September or early October. We expect to have new copy machines within a month.

Concerning next year's budget, Ms. Ventura has a budget meeting on Monday. City budget is passed in May. Our budget should remain the same. Maybe we will have a little more.

The Innovation Center: Mike Kaltschnee is working to put a gate in the Café area to make it secure.

Café: Ms. Ventura reported that she is talking with different people who have established business. She will be showing the café area next week.

Statistics: The Board commented on the statistics looking good. Ms. Ventura pointed out that the Library programming has skyrocketed which results in more items getting checked out. Also, Ms. Chung has taken over doing the stats. Library staff is trying to do more and more programming. We have hit our stride and moving forward. Ms. Ventura and Ms. Chung are looking at better ways to do the stats.

Also, the city's legal department is pursuing the missing electronics. Since the Library's new e-loan policy, we no longer have missing electronics.

Our collection agency notified us that as of July 1st, overdue fines will no longer go on people's credit record because of new laws. Ms. Ventura will review then whether or not we should use a collection agency after this.

The Board congratulated the Library on this report.

VI. President's report—President Moore thanked the Board for the good the news and did not have anything to report at this time.

VII. Adjournment—

*Mr. Randolph Summ made a motion to adjourn the meeting. It was seconded by Ms. Joan Damia. It passed unanimously.

This meeting adjourned at 4:26 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

April 20, 2016
Date

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

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