

## Danbury Library Board of Directors

### Minutes of the Meeting

April 13, 2017

- I. President Ned Moore called the meeting to order at 4:01 pm.  
PRESENT: Ned Moore (president), Gary Falkenthal, Rob Feinson, Jimmetta Samaha, Randolph Summ, Katie Ventura (Library Director), Katharine Chung (Assistant Library Director)  
  
ABSENT: Dimples Armstrong, Joan Damia
- II. Minutes – March 9, 2017
  - **Motion made by Mr. Summ to accept the minutes of the March 9, 2017 meeting. It was seconded by Ms. Samaha and approved unanimously.**
- III. April, 2017 Financial Report – Katie Ventura
  - A. Ms. Ventura reported that the new copiers and printers took in an \$1,110 profit to the board funds this month and the total cost of monthly maintenance was \$65. Ms. Ventura clarified that the new self-check machines will be paid for through city funds and will greatly improve service for staff and patrons as the current machines are crashing on a regular basis. Ms. Ventura said that she researched credit card machines that would attach to the copiers and printers, but they were too expensive to purchase at this time.
  - B. The Finance Committee reported that the board is only spending what is made through reserves, not any principal funds. Next fiscal year, the budget is reduced by \$6,000 to reflect the loss of Connecticard money that was usually provided through the state. To make up for this, money was removed in small amounts from several categories. Despite the loss of Connecticard funds, the board budget is in good shape for next year.
    - **Motion made by Mr. Summ to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**
- IV. Friends of the Library Report – Katie Ventura  
Ms. Ventura reported that Ms. Fasano met with Brigid Guertin of the Danbury Museum to brainstorm about new opportunities to gain membership opportunities.
- V. Director's Report – Katie Ventura
  - A. Statistics: Ms. Chung reported that there was almost double the amount of recording studio sessions in March than in February. The library also had an increase in the number of people entering the building, more database use, and

a great number of total transactions. The board reported that the monthly comparison between the current fiscal year and last fiscal year was helpful.

- B. Staffing: Ms. Ventura reported that she will be interviewing for the new Librarian I Innovative and Sustainability Librarian position in the next few weeks. She received a retirement letter from Teen Librarian Dymphna Harrigan, whose last day will be May 31<sup>st</sup>. She also received a letter of resignation from full-time clerk, Debra McLaughlin, effective April 14<sup>th</sup>. Both requests to fill those positions were approved. She is also in the process of hiring a part-time clerk and a part-time librarian.
- C. Update on future development: Ms. Ventura reported that her budget meeting with the City is still forthcoming. She has constructed the board budget based on the same income as last year minus the Connecticard payments that the library will no longer be receiving. If the City budget comes back with significant cuts, then the board will need to make a change to the budget in the new fiscal year by dipping into the reserves.  
Ms. Ventura said that she has begun plans to reconfigure the main floor and has met with key staff members about the logistics of combining the Lending Services and Reference desks.
- D. Innovation Center Update: Benny's Café did not meet approval from the ad hoc committee. The space has been listed for bid again and we will await the results.
- E. Revised Room Reservation Policy: Ms. Ventura proposed a new room reservation rate schedule after researching other libraries and organizations, including the Danbury Museum. The library is interested in co-sponsoring some events held by outside organizations in the library in order to promote them to our patrons and benefit from the attendance that the programs bring to the library. Friends of the Danbury Library members will receive a discount for booked rooms.

VI. President's Report – Ned Moore

Mr. Moore did not have any new items to report.

VII. Adjournment

- **Motion made by Mr. Summ to adjourn at 4:32 pm. It was seconded by Mr. Feinson and approved unanimously.**

Respectfully submitted by,  
Katharine Chung

Ned Moore

Date: April 20, 2017

**MOTIONS OF THE BOARD OF DIRECTORS**

**OF THE DANBURY PUBLIC LIBRARY**

**APRIL 13, 2017**

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- **Motion made by Mr. Summ to approve the financial report as presented. It was seconded by Mr. Feinson and approved unanimously.**
- **Motion made by Mr. Summ to adjourn at 4:32 pm. It was seconded by Mr. Feinson and approved unanimously.**