

Danbury Library Board of Directors

Minutes of the Meeting

December 8, 2016

- I. President Ned Moore called the meeting to order at 4:00 p.m.

PRESENT: Ned Moore (President), Robert Feinson, Jimmetta Samaha, Randolph Summ , Katie Ventura (Director), Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Joan Damia, Gary Falkenthal

- II. Minutes—November 10, 2016

*A motion was made to accept the Minutes of November 10, 2016 by Mr. Summ. It was seconded by Ms. Samaha. It passed unanimously.

III. November, 2016 Financial Report—For November, Ms. Ventura reported she spent some money from the board budget only for mileage for a conference. City budget cuts are coming for next year and possibly this year. Ms. Ventura wants to make sure the money lasts until end of the fiscal year. There is a balance of \$40,000 in the Library Board budget. We received \$1,200+ last month in copy/printing money and spent about \$51 in maintenance. We do not pay for ink anymore and that is our main saving.

Since August, when we started separating the revenue figures, we are just under \$4,000 in printer revenue. Copy/printer money and fines are our two revenue sources.

*Motion was made by Mr. Summ to accept the November Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

IV. Friends Report—Mr. Feinson reported that the Friends are low on donations. The next book drop will be in February. Books after sale have been packed up and are in storage.

- V. Director's Report—

Statistics: Ms. Chung, reported that for November there are no major changes: programming is doing well; print circulation is doing well; and downloadable content was high in November. Our library programs bring people in.

Staffing: Ms. Ventura was happy to report that we are fully staffed.

Future Development: Ms. Ventura informed the Board of the two pilot programs that she is working with the state library. One is the Aspen report that consists of a series of brainstorming meetings to discuss the community wants/needs for the last few months with numerous staff and are finishing up the report. Secondly, there is a small group of staff members attending meetings in Middletown over the course of a couple of months to come up with ideas and programs to meet the needs of the

community. and to offer programs or services for what is needed. On our web page there are Community Survey questions that are part of the Aspen Report, which is a national report. Because they are not our questions, we can't fix them.

Also, In February, we are hosting a merchant mixer—Love Your Library Month--and the grand opening of the recording studio and possibly the cafe.

Recording Studio Policy—With staff input, Ms. Ventura drafted this policy in anticipation of the opening of the recording studio. In reviewing the policy, Ms. Samaha expressed concern over the minimum age of 17 to use the studio as they are still considered a minor. Ms. Ventura had checked with other libraries and they used 17 as their minimum age and they had no issues. There isn't a lot of equipment and if something is broken, it goes on their library cards. Parents are responsible until their children are 18. All users will be required to have training and bring their own media. A camera will also be installed in the studio.

*Mr. Summ motioned to approve the Policy on Recording Studio as presented. It was seconded by Ms. Samaha. It was approved unanimously.

Social Media Policy—review was tabled until next month's meeting. This is to be an in-house policy.

Cafe —the recent café proposal from the owners of Nardellis went to a City Council's ad hoc committee for review. While no date has been set for this committee, City Council approval is expected in January.

Innovation Center—no updates.

VI. President's report—Ned Moore

- A. 2017 Board Nominations Report—Mr. Falkenthal is the chair of the Nominating Committee but is not here today. Based on November, 2016 Minutes, the slate is as follows:

Ned Moore—President
Robert Feinson—Vice President
Joan Damia—Secretary
Randolph Summ—Treasurer

Finance Committee: Robert Feinson, Jimmetta Samaha, Randolph Summ

The Board decided to vote on this slate in January during its annual meeting.

- B. 2017 Board Calendar—With all Board meetings scheduled for the 2nd Thursday of each month per the bylaws,

*A motion was made by Mr. Feinson to accept the 2017 Board Calendar as presented. Mr. Summ seconded the motion. It passed unanimously.

VII. Adjournment—

*Mr. Feinson made a motion to adjourn the meeting. It was seconded by Mr. Summ. It passed unanimously.

This meeting adjourned at 4:30 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. Dec. 13, 2016
Ned Moore, President Date

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OF THE DANBURY PUBLIC LIBRARY**

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