

Danbury Library Board of Directors
Minutes of Meeting
February 11, 2016

I. President Ned Moore called the meeting to order at 4:01 p.m.

PRESENT: **Ned Moore (President)**, Dimples Armstrong, Joan Damia, Robert Feinson, Connie Kaufman, (Friends Co-President), Robert Mosley, Randolph Summ, Katie Ventura (Director)

ABSENT: Mr. Gary Falkenthal

II. MINUTES—January 14, 2016

Ms. Ventura reported that meeting Minutes for January 14, 2016 should be amended. The line

“Connecticard is now limiting materials to only books, no DVDs, and it is the state that has made this change.”

Is incorrect and should be stricken.

*Mr. Mosley moved to accept the Minutes of the January 14, 2016 meeting as amended. Seconded by Mrs. Joan Damia all in favor of accepting the minutes.

III. FINANCE

A. Finance Report—Ms. Ventura

Concerning the Board funds, Ms. Ventura reported that a walkie-talkie charger was purchased this past month. We are currently at \$34,000 for revenue.

Concerning the copier machine—Ms. Ventura met with the current copy company yesterday. Since 2009, we have not received any money or a report. The owner claims there is not enough income generated. We have been working outside of a contract. However, Ms. Ventura is working with corporation counsel about pursuing reimbursement. In the meantime, Ms. Ventura has met with A&A Office Supply and they have given us a quote which is a better deal. Ms. Ventura is looking at all-in-one copiers. This will help cut down on ink usage.

B. Financial Report—Mr. Feinson on Fairioly Fund

Mr. Dave St. Hilaire has submitted a financial report for the Fairioly Fund. The report shows the money is invested in laddered CDs with the latest maturity in 2021. The fund total is \$1,500.00 and the estimated income is \$20,914 per year.

Ms. Ventura assured the Board that city money is considered first for expenses. With downloadable e-books and audio books, our fines disappear. She is looking for the new normal. While there is a \$10-a-

day fine for late returns on electronics, no one has complained as they have to sign an agreement before they can take out the equipment. Retrieving current missing equipment is now in the hands of corporation counsel.

IV. FRIENDS OF THE LIBRARY REPORT—Connie Kaufman, Co-President

There was a Book Sale meeting on Jan. 27. Due to the PAL rental of \$5,500, the Friends is trying to find alternative places to have the Book Sale. A few places big enough were mentioned as follows:

- A. War Memorial has too many things going on.
- B. Mrs. Kaufman will check on the Bill Williams Gym at WCSU. She has contacted the Crown Plaza Hotel (not as large as PAL) and it costs about \$2,000 a day. She will check with Matrix and PAL. A desirable facility has to have a lot of parking.

The alternative is to have the Book Sale in the summer. However, that is when Newtown and Redding have their Book Sales. In October, no one else is doing it.

This Saturday, February 13th, the Friends will have a Book Drop. The Friends have new volunteers who are helping with transporting books and want to help with the Book Sale.

Mr. Summ recommended the Scholastic building (formerly Grolier) on the eastside of Danbury. This is Scholastic's area headquarters for their book sale and they have parking for a 1,000 cars. Mr. Feinson will look into it.

V. Director's Report

- A. Stats—Ms. Ventura decided to keep the same format this month and the rest of the fiscal year to make sure we are doing it right. Stats have been the same possibly because everything is so broken out.

There is good news in that the remote and electronic services are in the positives. The stats show that our circulation is going toward electronics and circulation of devices. Our programs are up. Staff is working hard on offering different programming.

- B. Staffing—we are down 2 pt clerks and a full-time librarian. Ms. Ventura revised the job description for Mrs. Fegley's position. The Assistant Director position was posted last Monday.
- C. Future Development
 - 1. A new copier company.
 - 2. After meeting with Mr. St. Hilaire, Ms. Ventura reported that next year's budget will be flat.
 - 3. Innovation—Mike Kaltschnee and Aurelio Muraca are working on grants to create two Maker Spaces in the library.
 - 4. The Café is now closed. However, Ms. Ventura reported there is a lot of interest and has been directing all inquiries to city hall.

VI. President's report—

- A. President Moore reported that Ms. Ventura officially is now the Library Director. President Moore and the Board wished her well.
- B. President Moore recommends that the Board write to the mayor to remind the mayor that the Board is operating at only 7 members when it is supposed to have 9 members.

President Moore recommended a homework assignment of making a list of possible members of the Board, should we be asked.

- VII. *A motion was made by Mr. Randy Summ to adjourn the meeting. Mr. Feinson seconded the motion. Approved unanimously.

Adjourned at 4:41 p.m.

Next meeting is March 11, 2016

Submitted by,

Theresa Buzaid, Executive Secretary

Ned Moore, Pres. Feb. 18, 2016

Ned Moore, President

Date

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

February 11, 2016

1. *Mr. Mosley moved to accept the Minutes of the January 14, 2016 meeting as amended. Seconded by Mrs. Joan Damia all in favor of accepting the minutes.
2. *A motion was made by Mr. Randy Summ to adjourn the meeting. Mr. Feinson seconded the motion. Approved unanimously.