

Danbury Library Board of Directors
Minutes of the Meeting
February 16, 2017

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

PRESENT: Ned Moore (President), Joan Damia, Robert Feinson, Randolph Summ, Rosemary Fasano (Friends Co-President), Katie Ventura (Director), Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Gary Falkenthal, Jimmetta Samaha

II. Minutes—January 12, 2017

*A motion was made to accept the Minutes of January 12, 2017 by Mr. Summ. It was seconded by Ms. Damia. It passed unanimously.

III. January 2017 Financial Report—Ms. Ventura reported there were no Library Board expenses last month. Our copiers/printers earned a little over \$1,000 but there was only a \$40 maintenance charge. We are looking into accommodating credit card charges for the copiers/printers. There will possibly be expenditures during March and April of Board funds. Ms. Ventura has not received any word yet on next year's city's budget. There are no big expenditures planned at this time.

*Motion was made by Mr. Feinson to accept the January 2017 Finance Report. It was seconded by Mr. Summ. It passed unanimously.

IV. Friends Report— Ms. Fasano reported that The Friends Book Sale Committee will now have three chairs working with Mr. Feinson: Karen Chambrovich, Mary Cappiello and Karen Sully. Mr. Feinson will be part of the transition team. Karen and Audrey will be the Co-coordinators of 15 Main Street.

The Friends will now be working more with the Library and doing events such as the International Book Give Away Day we had the other day. We gave out free books and water. The Friends will also be working with Library staff for the summer kick off. The theme will be "Build a Better World."

Due to the recent resignation of a board member and web site manager, Friends are now looking for a member who can manage our web site.

Last Saturday's Book Drop Off was cancelled due to the weather. However, the Friends could not get that message out to the community as it was a weekend. People came yet the driveway and sidewalks were not plowed. There is also a ramp that needs to be shoveled. Mr. Feinson recommended that the city be asked to do it. Also, Mr. Summ recommended that the radio station be contacted about Book Drop cancellations.

President Moore thanked Ms. Fasano for her report.

V. Director's Report—

Statistics: Ms. Chung went over the report. The numbers did go up last month but there are no major changes. Mr. Feinson asked if a comparison can be done between last January, 2016 and January, 2017. Ms. Ventura agreed it can be done on a separate sheet.

President Moore noticed that the number for the year-to-date people with library cards is down a little bit. Ms. Ventura explained that we just changed our cards to expire every two years. She had checked with all the libraries in the state and we were the only library that had a one year expiration so we bumped it up to two years.

Staffing: Ms. Ventura shared she had interviewed a part-time clerk today. We just posted for a new full-time librarian 1 position--Innovation and Sustainability Librarian. The main focus of this position is to write grants. While it is a new type of librarian, a lot of libraries are doing this as state and municipal budgets are shrinking. We have posted this everywhere we can. The Civil Service test is March 30th.

Recording Studio—recently opened on February 1st and started booking on February 14th.

Future Development: Ms. Ventura mentioned the following:

1. Getting a new phone system next Wednesday, Feb. 22, 2017. It is an automated system.
2. Parking lot will be redone this summer with one way access. We will be gaining 7 spots.
3. Summer planning has begun and we are looking at new things. We are looking to apply for more Buck money through the Friends.

Cafe—We are waiting for the next ad hoc committee to meet.

Innovation Center—no updates.

VI. President's report—Ned Moore

President Moore inquired about the plans to combine the Information desk and circulation desk. Ms. Ventura is still working on it and discussing what challenges it will make. This is happening at other libraries as it will put more staff members on the floor. The desk is seen as a barrier.

VII. Adjournment—

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

This meeting adjourned at 4:30 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. Feb. 21, 2017
Ned Moore, President Date

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

February 16, 2017

*A motion was made to accept the Minutes of January 12, 2017 by Mr. Summ. It was seconded by Ms. Damia. It passed unanimously.

*Motion was made by Mr. Feinson to accept the January 2017 Finance Report. It was seconded by Mr. Summ. It passed unanimously.

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