

# Danbury Library Board of Directors

## Minutes of the Meeting

January 12, 2017

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

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

Absent: Dimples Armstrong, Gary Falkenthal

- II. Amanda Gilbertie and Cecelia Lefurgy w/Ms. Ventura have been attending a state initiated pilot program to come up with programs for innovation and collaboration. They were presenting to the Board to get ideas and thoughts.

- III. Minutes—December 8, 2016

\*A motion was made to accept the Minutes of December 8, 2016 by Mr. Summ. It was seconded by Ms. Samaha. It passed unanimously.

- IV. December, 2016 Financial Report—Ms. Ventura did not spend any Board funds last month. She will be using the funds later in the fiscal year to supplement city funds. Ms. Ventura had a budget meeting yesterday and due to the state cuts that are coming, the library's budget will be flat. Income from the printers/copiers last month was \$1258 and \$51.22 for maintenance.

Also included in today's meeting packet is the Union Savings Bank monthly report. Our current interest rate is 2.2% per year.

\*Motion was made by Ms. Damia to accept the December Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

- V. Friends Report—Mr. Fenison reported on behalf of the Friends. The Friends now have 3 volunteers from the board to assist the Book Sale Chairperson. Also, an endowment is coming to the Friends from an unknown source.

Another issue is the lack of book sorting space at 15 Main Street. Ms. Fasano is trying to meet with the Mayor to see if we can get more space. Union Savings Bank continues to be the main storage space for the books for the book sale.

- VI. Director's Report—

Statistics: Ms. Chung reported that during December attendance was low but that was due to the holiday closings. There is nothing that stands out compared to November. The stats show that we are up on printing, the self checking, downloadables, and our programs are doing very well. Our ESL

program brings in a lot of people and Mr. Fuenzalida, our staff member, has instituted a class to teach Spanish.

Ms. Ventura also pointed out that we are taking in more money with fine machines and patrons appear to like using them.

Staffing: Ms. Ventura reported that we have 2 vacant positions: 1 part-time clerk and 1 part-time page. She is working with city hall on refilling the positions.

Future Development:

- \*Ms. Ventura will be attending the ALA conference in Atlanta next week.
- \*The new elevator is to be installed this month. It will take 2 days to install.
- \*We have a new security firm that started January 9<sup>th</sup>, Allied Universal. They are also the security company for the mall and the hospital.

Café:

The café: ad hoc committee will be meeting next Tuesday, January 17<sup>th</sup> and hopefully it will be approved and then be placed on the next city council agenda for February. The proposed lessees would like a month to get settled and to set up. They are still interested.

Innovation Center:

Ms. Ventura had no new updates.

VII. President's report—

- A. 2017 Board nominations report—Mr. Falkenthal is out of town and unable to make this meeting. He gave the Board his nomination report:

Randy Summ--Treasurer,  
Joan Damia--Secretary,  
Robert Feinson—Vice President,  
Ned Moore-- President.

\*Ms. Samaha made a motion to accept the nominations. Mr. Summ seconded it. It passed unanimously.

- B. Concerning the planning of the 2017-18 Board budget, after Ms. Ventura has the city budget in place, she can meet with Messrs. Feinson and Summ and Ms. Samaha in the spring,, Ms. Ventura would like to build up the reserves.
- C. Posting policy—Ms. Ventura pointed out that only one line was added to the existing policy. The new line concerns lawn signs. This past summer the Library had private businesses or people who wanted to put their lawn sign on the Library grounds.

\*Mr. Feinson made a motion to approve the revised Posting Policy. Mr. Summ seconded it. It passed unanimously.

Social Media Policy—A shortened and simplified version from the December copy was presented by Ms. Ventura to the Board.

\*Ms. Damia made a motion to approve the Social Media Policy. Ms. Samaha seconded the motion. It passed unanimously.

Mr. Feinson recommended that the Board meeting meet earlier in the day. It will be placed on the next Board agenda for consideration.

VIII. Adjournment—

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

This meeting adjourned at 4:45 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.  
Ned Moore, President

January 18, 2017  
Date

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

**January 12, 2017**

\*A motion was made to accept the Minutes of December 8, 2016 by Mr. Summ . It was seconded by Ms. Samaha. It passed unanimously.

\*Motion was made by Ms. Damia to accept the December Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

\*Ms. Samaha made a motion to accept the nominations. Mr. Summ seconded it. It passed unanimously.

\*Ms. Damia made a motion to approve the Social Media Policy. Ms. Samaha seconded the motion. It passed unanimously.

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