

Danbury Library Board of Directors  
Minutes of Meeting  
January 14, 2016

I. President Ned Moore called the meeting to order at 4:02 p.m.

PRESENT: **Ned Moore (President)**, Dimples Armstrong, Joan Damia, Robert Feinson, Randolph Summ, Katie Ventura (Interim Director)

ABSENT: Mr. Gary Falkenthal, Mr. Robert Mosley, Karen Chambrovich and Connie Kaufman (Friends Co-Presidents)

II. MINUTES—December 10, 2015

\*Motion made by Mrs. Damia to accept the Minutes of the December 10, 2015 meeting. It was seconded by Mr. Feinson and approved unanimously.

III. FINANCE

A. Finance Committee Report—President Moore asked for a motion to approve the line items indicated in the revised Board Budget.

\*Mr. Robert Feinson moved to accept the line item budget. It was seconded by Ms. Dimples Armstrong and it passed unanimously.

B. Financial Report—Ms. Katie Ventura

Ms. Ventura reported that the Board funds were posted last week. An easy-to-read spreadsheet was shared with the Board. There were some charges made because of the delay in the budget set up.

President Moore expressed concern over the shrinking Board funds and what can be done about it. Ms. Ventura reported that she will be meeting with the city's IT director and copier company to discuss the copy equipment in the library and to realize some income from this equipment. Currently, the copiers brings in a decent amount of money for the copy company and none for the Library. Ms. Ventura and the city will work to change this.

Concerning outstanding fines, Ms. Garrison, circulation manager, determined that we have \$130,000 in collection. Ms. Ventura is working with Ms. Garrison to get more people to pay.

Mr. Summ had questions and concerns about the library's collection policy. Ms. Ventura assured him and the Board we do have a collection agency and delinquent accounts are turned over to the agency within 5 months Mr. Summ recommended it should be 4 months because the level of return becomes less and less if waiting too long. There is a charge of \$10 a person by the Library and there is a collection agency charge as well with no guarantee that we get our money. Ms. Ventura promised the board she will look into it. The collection company we use is also used by many other libraries. The collection agency pursues addresses that are unknown but a big problem we have is that the collection

goes into bankruptcy. Mr. Summ recommended that we work with a government agency such as the Motor Vehicle Department to tag people with library fines. Ms. Ventura promised to look into it with Ms. Garrison.

Ms. Damia inquired about the missing ipads and Ms. Ventura reported that it is in the hands now of corporation counsel. Currently, the loaning process has improved with an ID requirement.

Ms. Ventura pointed out that all the fines collected go into the Board's fund.

#### IV. FRIENDS OF THE LIBRARY REPORT—

As there was no representative from the Friends at the meeting and at the request of President Moore, Mr. Robert Feinson reported that the Friends are having a book sale meeting on Jan. 27<sup>th</sup> and anyone can attend at 1 p.m. here in the Library's Friends office. There will be a Book Drop on Saturday, February 13<sup>th</sup>. The Book Drop will be at 15 Main Street. There are volunteers on Tuesdays at 15 Main so books can be dropped then as well.

Mr. Feinson then inquired about a book drop by the café. Ms. Ventura expressed concern about a book drop and Friends maintaining a collection schedule. The Friends need some accommodation to accept books. Mr. Summ recommended that city hall might accommodate a book drop. Mr. Feinson will take that idea to the Friends.

#### V. Director's Report

- A. Statistics—Ms. Ventura pointed out it is pretty much the same as last month. She is looking into new ways to try to condense and improve some of the categories. Our statistics librarian will be leaving at the end of this month, Ms. Ventura promises that it will look differently next month. Since migrating to Sierra, the new system and gmail have been problematic in distorting the figures.

Ms. Ventura reported that Hoopla is up and ebook circulation as a total percentage is 2 to 1 in favor of ebooks.

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

The Board questioned Ms. Ventura on the library's current e-offerings:

Hoopla is used for music from its own collection and other e-materials. With a Danbury Library card, a customer can download music, books on cds and dvds. This can be accessed through our web site or app on customer's cell phone. There are no fines as the item(s) just go away. We can't make money on it.

While Hoopla has a lot to offer, some concern was expressed by the Board borrowing our movies will drop but Ms. Ventura pointed out that people always want new movies. The Library tries to give customers what they want.

We have Roku which is for video, educational programming and TV news broadcasts from all over the US. With this device you can check out and plug it into your TV and access Netflix, etc. Customers can have it for a week.

Today, libraries in general are not circulating as before but are more of a community center. Our online services are increasing.

- B. Staffing—Mrs. Catherine Fegley, one of our librarians is leaving at the end of the month after 24 years. Ms. Ventura is working with the city’s Human Resource Department in putting together a new job description. Also, Ms. Ventura recently received 2 part-time clerk resignations so is also working with the city’s Human Resource Department to secure approval for 1 full-time clerk. This will need Finance Department approval and it should go through. It is difficult to keep part-time clerks as they want full-time jobs. We plan on using volunteers to do the shelving.

The Director’s position will not be posted and on Feb. 2<sup>nd</sup> Ms. Ventura will be appointed. The Assistant Director position will be posted internally the day after. It is a civil service position and has to be posted.

- C. Innovation Center—the Board has learned that the Innovation Center has 50 members and is looking for more space. Ms. Ventura mentioned that Mr. Kaltchnee is looking at possibly more space elsewhere in Danbury.

VI. NM president’s report—

- A. There is one small correction to last month’s minutes. Mrs. Kaufmann had announced that the Friends did get a permit for the sign from the city but the city’s fee was waived.
- B. President Moore asked the Board about writing a note to Ms. Catherine Fegley to thank her for her years of service to the library. The Board agreed.

- VII. \*A motion was made by Mrs. Damia to adjourn the meeting. Mr. Summ seconded the motion. Approved unanimously.

Adjourned at 4:53 p.m.

Next meeting is February 11, 2016

Submitted by,

Theresa Buzaid, Executive Secretary

Ned Moore, Pres. \_\_\_\_\_ Jan. 21, 2016  
Ned Moore, President Date

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

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2. \*Mr. Robert Feinson moved to accept the line item budget. It was seconded by Ms. Dimples Armstrong and it passed unanimously.
3. \*A motion was made by Mrs. Damia to adjourn the meeting. Mr. Summ seconded the motion. Approved unanimously.