

Danbury Library Board of Directors

Minutes of the Meeting

July 14, 2016

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

PRESENT: Ned Moore (President), Robert Feinson, Jimmetta Samaha, Katie Ventura (Director), Katharine Chung (Assistant Director), Rosemary Fasano (Friends Co-President)

Absent: Dimples Armstrong, Joan Damia, Gary Falkenthal, Randolph Summ

II. Minutes—June 9, 2016

*A motion was made to accept the Minutes of June 9, 2016 by Mr. Robert Feinson. It was seconded by Ms. Jimmetta Samaha. It passed unanimously.

III. July, 2016 Financial Report—Ms. Katie Ventura, Director

This is now a new budget year FY 2017 and have not spent any funds yet. Last year we spent just over \$22,000. Last year's total income was just over \$65,000. The Board budget is in and available. The current year's budget is \$65,700.

Also we have received a full city budget for FY 2017.

*Motion was made by Ms. Samaha to accept the July Finance Report. It was seconded by Mr. Feinson. It passed unanimously.

IV. Friends Report—Ms. Rosemary Fasano introduced herself as the new co-President of Friends along with Sue Egglestein. President Moore, on behalf of the Board, congratulated her on her new office and wished her a successful 2 years.

Ms. Fasano extended condolences on the passing of Board Director Mr. Mosley. The Friends had a great annual meeting and it was well attended. They are looking forward to a good year. Mr. Feinson has someone who wants to volunteer for the book sale and will forward that information to Ms. Fasano.

V. Director's Report—Ms. Katie Ventura, Director

Staffing:

Ms. Ventura reported that the Library is fully staffed. Yesterday, there was customer service training for all staff members. This has not been done in a long time. Our aim was to get everyone back on the same page. The training was split in 2 sessions and we are now gathering feedback from staff.

Future Development:

Future Development— Ms. Ventura announced that the Library will be putting in a recording studio. Thanks to funding from the Friends and utilizing their old office in the Junior Department. People are excited about it and Ms. Ventura is currently getting quotes.

Mr. Feinson asked if other libraries have installed recording studios, and Ms. Ventura replied that they have. Ours will be available to patrons of all ages; however, teenagers especially have expressed an interest in the studio; many wish to record music but they cannot afford professional studio time. They will only need to book a recording time and bring an external hard drive. There will be no users' fee.

Ms. Ventura explained that there is an engineer in Danbury who will work pro bono and do orientations once a month. Attendance at these orientations will be required of anyone before they can use it. Of course, users will need to sign an agreement. We will gather more information on what other libraries are doing.

Another recommended use would be engaging the senior community to do a living history project such as oral histories about Danbury from our senior citizens. She will work with Ms. Guertin, Director of the Danbury Museum and Historical Society on this.

Internet Service—The State will now be charging the library for internet service as of July 1st. The Connecticut Educational Network (CEN) internet service has had its budget cut by the State so the cost is back on the libraries. Ms. Ventura is working with the city for the best solution. We didn't budget for it because we didn't know. We received no warning only an earlier email that it was a possibility.

One question is, do we go with Comcast? Ms. Ventura stated the new charge from CEN will be \$450 a month and its limits are less than what we have. There are different levels and different costs.

Most other libraries in the state get their internet from CEN. We are expecting that there will be more state cuts.

Café—Mr. Mark Froelich, aka the Bagel Man, expressed an interest in the café. Mr. Froelich and Ms. Ventura will meet with the City Council's Ad Hoc committee meeting next Tuesday. Bagel Man wanted a 6 month trial as he is not sure on the volume of traffic. He will not pay a fee to the Library which was also the case with the previous tenant. He will bring everything in and will be responsible for his own equipment.

The Bagel Man has proposed initial open hours of 9-5 p.m. and he will see how it goes.

Statistics: Ms. Chung reported that the June 2016 Statistics Report will be the last time that the report will have this format. For the next fiscal year, we will collect numbers for other services and try to be more condensed. By August, we should have the numbers for summer activities available.

Mr. Feinson expressed surprise at the number of people using the library. Ms. Ventura said one of the reasons for the better capture of statistics is that the new gates are electronic and the old gates were not. This ensures a more accurate count.

Mr. Feinson would like to see the comparable month from the previous year.

VI. President's report—President Moore remembered Mr. Robert Mosley, our good friend. Bob was a military history buff so Mr. Moore recommends we purchase a book on American history with a book plate to be placed in the Library in his memory. Ms. Ventura will talk with Mr. O'Donnell about recommending a book.

*Mr. Feinson made a motion to purchase a book and place it in the Library with a book plate in memory of Mr. Mosley. This motion was seconded by Ms. Samaha. It passed unanimously.

Mr. Randolph Summ will be considered at the next meeting to fill the vacancy of Board Treasurer

Mr. Moore reminded everyone that it is customary during the month of August that the board does not meet.

*Ms. Samaha motioned for the Library Board to take the month of August off. Mr. Feinson seconded it. It passed unanimously. Next meeting will be in September.

President Moore pointed out that Board status report had recently been sent to the Mayor. Now with 2 board vacancies, we will need to send a note to update the mayors' office.

VII. Adjournment—

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

This meeting adjourned at 4:26 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

July 19, 2016
Date

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

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