

Danbury Library Board of Directors

Minutes of the Meeting

June 9, 2016

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

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

Absent: Dimples Armstrong, Robert Mosley, Randolph Summ, Connie Kaufman or Karen Chambrovich (Friends Co-President)

- II. Minutes—May 12, 2016

*A motion was made to accept the Minutes of May 12, 2016 by Ms. Jimmetta Samaha. Seconded by Mr. Gary Falkenthal. It passed unanimously.

- III. June, 2016 Financial Report—Ms. Katie Ventura, Director

Ms. Ventura reported on the 2016-17 budget decided by the committee composed of Mr. Moore, Mr. Feinson, Mr. Falkenthal, and Ms. Ventura. It will be just \$1,000 more than this year to allow for the replacement of furniture and signs.

*Motion was made by Mr. Gary Falkenthal to accept the 2016-2017 Budget as presented. It was seconded by Mr. Robert Feinson. It passed unanimously.

- IV. Friends Report—On behalf of the Friends, Mr. Feinson reported that there will be a pre-book sale meeting tomorrow and next Saturday is the book drive at the house. While it is crowded in the little house, the Friends have a good core of volunteers. The Friends Annual Meeting is June 20th at 6 p.m. here in the Farioly Room. Ms. Damia reminded everyone to RSVP. Concerning the Union Savings Bank storage room, Mr. Feinson claims there is still room. If that fills up, the bank says we can take more space if needed.

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

At the President's request, Ms. Ventura gave an overview of the incident at the library on Tuesday June 7th when a homeless man while reading his bible became violent throwing chairs and tables around and knocking down a book stack. He was subdued and sent to Danbury Hospital. Nobody was hurt and the staff did a good job getting the public out of the building. The library was closed for about 2 hours. He is now banned from the library.

Staffing: The library has hired a full time clerk who will begin on June 20th. This position was created out of 2 part time positions. However, we recently have had 1 part time clerk resigned which we will need to refill.

Our new copiers are in and fully operational. We are noticing more people copying. Ms. Ventura believes we were losing a lot of money under the previous arrangement. Also, the new copiers comply with federal regulations concerning the printing of certain federal documents. Copies will come out black for documents such as passports.

Currently we are waiting for Office Dynamics to come back and get one machine he has left here.

The current budget year is now closed out for the city.

Future Development:

Café—Ms. Ventura and Ms. Chung are working with Mark Froelich, the Bagel Man, to set up operations in the café. Mr. Froelich is interested in the space.

The Innovation Center: Mr. Mike Kaltschnee is currently on the committee for the Street Fair which is scheduled for October 1st.

Statistics: Concerning the Statistics Report, Ms. Katharine Chung didn't see any huge changes. Library program attendance is high because we had the Steam Fair. We had 2,500 people that day. President Moore reported that he went to the Steam Fair and saw lots of children having a good time. Activities were going on throughout the building.

Also, in connection with the interlibrary loan system, Ms. Chung explained that the State has undergone an upgrade of their catalog and automated inter-library loan system. We have been without an automated system since last year, which has made the inter-library loan system more time-consuming and has resulted in a decrease in the amount that we are lending to other libraries. We were just told by Dawn Lavelle that the state's new automated system will be available in a few months.

Program numbers are up and Ms. Ventura reported that the Library has a lot of program and there are a lot of outside groups as well that are included in our numbers. Also the new RFID system is more accurate. This figure should level out in 6 to 8 months. Our goal is to get programming up. Our summer calendar is huge and for adults as well.

The Mayor has his reading challenge for the summer. Anyone can enroll online or pick up flyer.

VI. President's report—President Moore reported that last month he received an email from the major's office. They want an update on the library board membership information: who is on board, how many vacancies and when terms of service will expire.

According to Mr. Moore's records, he came up with the board membership schedule that he handed out. As it has been sometime since the mayor's office needed this update, Ms. Samaha pointed out that she used to keep these records and the board member serves until the Mayor appoints someone else.

*Mr. Feinson made a motion to send schedule of terms and expiration to the Mayor. Seconded by Joan Damia. It passed unanimously.

Ms. Damia inquired about new parking passes for the next fiscal year. Ms. Ventura promised to have them by next meeting.

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

June 9, 2016

*A motion was made to accept the Minutes of May 12, 2016 by Ms. Jimmetta Samaha. Seconded by Mr. Gary Falkenthal. It passed unanimously.

*Motion was made by Mr. Gary Falkenthal to accept the 2016-2017 Budget as presented. It was seconded by Mr. Robert Feinson. It passed unanimously.

*Mr. Feinson made a motion to send schedule of terms and expiration to the Mayor. Seconded by Joan Damia. It passed unanimously.

*Ms. Damia made a motion to adjourn the meeting. Seconded by Mr. Falkenthal. It passed unanimously.