

Danbury Library Board of Directors

Minutes of the Meeting

March 9, 2017

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

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

Absent: Dimples Armstrong

- II. Minutes—February 16, 2017
*A motion was made to accept the Minutes of February 16, 2017 by Mrs. Damia. It was seconded by Ms. Samaha. It passed unanimously.

- III. February 2017 Financial Report—Ms. Ventura reported:
- The only expense in February was paying the collection agency our yearly fee.
 - We may have to replace the self-check out machines with some Board funds because the machines are constantly breaking down. They are 6 years old. We had added RFID pads but didn't change the machines.
 - Every year the Board receives CT Card Money from the State. However, we will receive about 7% less than last year (to be taken out of the budget--\$4,800) and next year we will not have it at all. A spreadsheet done by our clerk keeps track each month. We report to the State how many users from other libraries each month borrow our books and the state puts it together. The State decided to discontinue it.
 - Ms. Ventura reported that she attended the recent Cabinet meeting and the Finance Director says everyone's budget is being cut.

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

- IV. Friends Report—Ms. Fasano reported that two members of the Friends Board, Tanya Shriver and Connie Kaufmann have resigned. Ms. Shriver was the Friends social media chairperson who managed our Facebook and Twitter accounts. This has helped us to get a lot of volunteers. Until we can find someone to fill that Friends Board position, we might have to pay someone to continue our social media efforts.

Our Book Sales Committee is going along and there will be a Collection Day this Saturday, March 11th. There is concern about the snow removal around the building after the predicted snow storm on Friday. While the City shovels the sidewalks along the street, they do not shovel the walkway to the building.

President Moore thanked Ms. Fasano for her report.

V. Director's Report—

Statistics: Miss Chung created a report, as requested by the Board, showing February 2017 statistics and February 2016 statistics. Gate counts were out of order because the gates were out-of-order most of the month as well as the self-check machines.

The Library did increase the amount of active library cards. There was an increase in teen program attendance. The Friends International Book Giving Day had 100 people.

We have 55 bookings for the Recording Studio. The bookings have been mainly for recording music. A lot of young people, teens and young adults have been booking the studio. Recordings are done on a flash drive, disc or external hard drive. Nothing is saved on the machine. It is popular.

There is a lot going on as well as plenty of room bookings for not-for-profit uses.

Our computer usage last month shows ½ of the monthly number was for the PCs and other half was wireless. A lot of people use their phone. We do have access in our plaza but not unlimited and not throughout the night. More people are going wireless.

President Moore mentioned the series of talks about art on Tuesday held in the Farioly Room and this coming Tuesday it is about the WPA artists. Thought people on Board would be interested

There was a recent article in the Danbury News Times about libraries keeping up with the time but the reporter did not include Ms. Ventura's conversation about the Danbury Library. That conversation was about any future library expansion.

Staffing: Ms. Ventura reported hiring a new part time clerk. Librarian one position has closed and 4 candidates have been approved by commission. The exam will be held on March 30th.

Recording Studio—Our digital librarian was on Channel 8 and we got good publicity.

Future Development: Ms. Ventura would like to meet with Finance Committee in April before the next meeting to go over the budget. The Finance Committee members are Robert Feinson, Jimmetta Samaha and Randolph.

We are installing a new mobile print option for patrons who would like to print from their phones, tablets or laptops. Also, we are looking into having credit card machines installed on the copiers as well to create more revenue.

Cafe—Ms. Ventura is waiting for the next ad hoc committee meeting.

Innovation Center—There are no updates.

VI. President's report—Ned Moore

President Moore commented on the Library's extensive homepage/website and was impressed with all the details. Ms. Ventura promised a newer and better homepage by April 1st.

President Moore inquired about the paintings by the lending services desk that were taken down during the Library's first floor painting. Ms. Ventura is working with Brigid Guertin to do something new and fresh. Maybe Danbury through time or maybe a slide show. We are looking at many different things. Mrs. Damia recommended contacting Western Connecticut State University's Art Department.

VII. Adjournment—

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

This meeting adjourned at 4:25 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. March 13, 2017
Ned Moore, President Date

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OF THE DANBURY PUBLIC LIBRARY**

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