

# Danbury Library Board of Directors

## Minutes of the Meeting

May 12, 2016

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

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

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

President Ned Moore extended a welcome to Jimmetta Samaha, the new Board member.

- II. Minutes—April 14, 2016

\*A motion was made to accept the Minutes of April 14, 2016 by Mr. Robert Mosley. It was seconded by Mr. Randolph Summ. It passed unanimously.

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

Ms. Ventura reported that the recent biggest expenditure is for the 3 copier machines which have been ordered and should be coming in 4 weeks. Within a year's time, these copiers are expected to pay for themselves. Ms. Ventura also ordered some books and chairs. Ms. Ventura is looking to keep expenditures down to help build reserves.

\*Motion was made by Mr. Gary Falkenthal to accept the Financial Report as presented for May, 2016. It was seconded by Ms. Jimmetta Samaha. It passed unanimously.

- IV. Friends Report

President Moore informed the Board that there will be a book drop this Saturday, May 14<sup>th</sup> at the Friends place on Main Street. There was no representative from the Friends to give a report.

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

Staffing: Just hired 2 new full time librarians who will start Monday. One librarian replaces Ms. Chung's position and the other librarian replaces retiree Ms. Fegley's revamped position. In the meantime, Ms. Chung has assumed her new duties but has carried on with her old responsibilities until the new library comes on board. Ms. Fegley's duties have been assigned to other staff along with their regular duties until the new replacement comes on Monday.

Future Development: City budget approved on May 3<sup>rd</sup> and receiving a little bigger budget to cover raises for Union members. This is all thanks to Mayor Boughton.

The Library has just received the self-credit card machines and they will be installed within the next week. Our Patrons can use it to pay their fines. The City set it up with Union Savings Bank.

While Board members recommended a field trip to the Greenwich Library, Ms. Ventura promises to do so in the future once the Library is fully staffed.

Ms. Ventura plans to look at a redesign of the first floor and see what is needed by the Library and general public.

Steam Fair is this Saturday and it is scheduled for 10 a.m.-5 p.m. at the Library.

The Innovation Center: Mr. Mike Kaltschnee is now included in our Street Fair meetings and The Street Fair is scheduled for Oct. 1<sup>st</sup>.

Statistics: Ms. Chung reported that the statistics are changing slightly. The new gates help give us a more accurate count with the implementation of the RFID system. We are seeing fewer books disappearing. We are also getting more checkouts using self-check. The new system is becoming more acceptable to patrons as it expedites the process for them.

Due to the increase in programming, especially ESL programming, it is driving an increase in attendance.

Café—Ms. Ventura reported that we do not have anyone at this time.

- V. President's report—President Moore asked that the Finance Committee, Mr. Gary Falkenthal and Mr. Robert Feinson, to meet early next month with Ms. Ventura to go over the Library designated funds.

President Moore also extended his enthusiasm for the summer reading program which will now have an adult component.

- VII. Adjournment—

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

This meeting adjourned at 4:20 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. Date May 20, 2016  
Ned Moore, President

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

**May 11, 2016**

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\*Motion was made by Mr. Gary Falkenthal to accept the Financial Report as presented for May, 2016. It was seconded by Ms Jimmetta Samaha. . It passed unanimously.

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