

Danbury Library Board of Directors

Minutes of the Meeting

May 11, 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—April 13, 2017

*A motion was made to accept the Minutes of April 13, 2017 by Mr. Summ. It was seconded by Mr. Feinson. It passed unanimously.

III. April, 2017 Financial Report—Ms. Ventura reported there were some expenditures from Board funds for office supplies and equipment. Many of the surge protectors had to be replaced and we needed new furniture (new tables w/outlets in them). For April, the Library continues to have positive net receipts from the copier and printer money. The Library Board has approximately \$55,000 left and just a few more furniture purchases will be made by next month. Our city budget is ok but it depends on what happens with the state budget.

*Motion was made by Ms. Damia to accept the April, 2017 Finance Report. It was seconded by Ms. Samaha. It passed unanimously.

IV. Friends Report—Ms. Fasano reported the Friends are moving ahead to promote membership. The postcards are printed for the invitation to the annual meeting. A tour of the Library is planned. The Friends Board appears to be energized with the focus on membership.

Mr. Merchan has taken charge talking to the Danbury Mall representatives. It is a grant opportunity. Also, the mall wants to do a book collection. This information has been forwarded to Karen and Mary.

We have a new account representative at Wells Fargo who handles our endowment, Steve Pendergast.

AAA wants to offer us their shuttles service and staff to pick up books and bring them to the bank storage room. Currently, we have enough space there.

The Friends are working with the Danbury-New Fairfield Women's Club to get volunteers to work at our book sale.

President Moore thanked Ms. Fasano for her report.

V. Director's Report—

Statistics: Miss Chung compared the April 2017 statistics with the April 2016 statistics. More items have been loaned out this year. Computer usage has increased. Data base use continues to go up. Concern was expressed about the decline in programming. Ms. Chung explained that our part-time program librarian had resigned. Also, our ESL program coordinator is having a hard time keeping up with the demand. When summer comes, there will be a spike in programs/attendance.

Mr. Feinson noted that e-book circulation has stayed the same 2.5-3.5%. Ms. Chung didn't see that changing. While e-books are popular, many people do not have the means. We do purchase e-books and have a subscription that has a lifecycle.

Registered library cards are up especially with the new 2-year term policy.

President Moore thanked Ms. Chung for her report.

Staffing: Ms. Ventura reported that last week interviews were held for the full-time librarian and a conditional offer was made pending the background/drug check. We just received approval for a full-time clerk. Our teen librarian, Ms. Dymphna Harrigan will be retiring at the end of the month. We will be hosting a small luncheon for her on May 31st at 11:30 a.m. and Board members are invited to attend.

We are still searching for a part-time librarian to handle both circulation and program coordination with Ms. Dejong.

Café:—The Library received 2 bids. After review by the Purchasing Department and Corporation Counsel, one is going to city council next month for its license agreement. The bid winner is a person who is self-employed and had worked with Sodexo for many years.

Future Development:—we have moved seating out from the corner and opened up the central area. Currently, our new self-checks are being installed. We are getting ready to merge the Reference desk and Lending desk into the middle area. Our staff seem to be excited about this move as patrons do not like being shuffled from desk to desk.

A small podium desk is to be placed on the first floor by the flyers and will be staffed by volunteers to supply information about programs.

We are purchasing new signage and wall murals for the first floor—by the computers (Library pictures over the years) and by circulation (Main St. over the years). We are working with Brigid Guertin, Director of the Danbury Museum, as well as an exhibit slide show of Main Street.

Revised Room Reservation policy: In the past we did not charge non-profits and we were being taken advantage of. We will now charge non-profits. If applicant is a Friends member, applicant will get a 10% discount per hour. The reservation fee will be by the hour. This policy will become effective July 1, 2017.

*A motion was made by Mr. Summ to approve the revised room reservation policy. It was seconded by Mr. Falkenthal. It passed unanimously.

Innovation Center—The Steam Fair is this Saturday, May 13th.

VI. President's report—On behalf of the Library Board, Mr. Moore extended best wishes and happiness to Ms. Ventura on her upcoming marriage.

VII. Adjournment—

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

This meeting adjourned at 4:27 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres. May 17, 2017
Ned Moore, President Date

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

May 11, 2017

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*A motion was made by Ms. Damia to accept the April, 2017 Finance Report. It was seconded by Ms. Samaha. It passed unanimously.

*A motion was made by Mr. Summ to approve the revised room reservation policy. It was seconded by Mr. Falkenthal. It passed unanimously.

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

Danbury Library

Room Use Policy*

The Danbury Library provides meeting rooms as one of the Library's basic services and makes these spaces available to community organizations and groups engaged in educational, cultural, intellectual, or civic activities.

The Library Board of Directors subscribes to the Library Bill of Rights which states in Article VI that facilities shall be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Danbury Library rents its meeting rooms in order to generate supplemental income to support library operations.

The Library neither advocates nor endorses the viewpoints of any of the meetings or reserving parties allowed to use the Library's facilities.

Library sponsored or co-sponsored programs and activities are given priority in scheduling the use of the meeting rooms. Other uses are in the following priority order:

1. Programs sponsored by City of Danbury departments or city-supported organizations
2. Nonprofit organizations
3. Other organizations, groups, individuals, businesses, and condominium associations.

THE MEETING ROOMS MAY BE USED UNDER THE FOLLOWING CONDITIONS:

1. The Family Program Room, Lower Level Meeting Room and the Technology Center Conference Room may be used on a walk-in basis free of charge. Individuals should contact the Ask Me! Desk.
2. Payment of dues, admission fees or donations as a condition of attending a meeting must receive permission by the Library Director or their designee.
3. City of Danbury departments and other city-supported organizations, are exempt from room use charges. Organizations and agencies may be asked to provide proof of their status.
4. All applicants are responsible for their own room set-up and must return the room to its original configuration.
5. Those not exempt from a room use charge will be assessed a fee per the schedule on Page 4. Payment must be received within two weeks following the date of the reservation.

6. Current members of the FRIENDS of the Danbury Library shall receive a \$10/hour room discount at the Danbury Nonprofit rate.

7. Juvenile or young adult (under 18) groups may use the rooms only when adult supervision is provided.

8. Any one organization may reserve a room for meetings up to twelve (12) times a year and the Technology Center Computer Lab may be reserved up to three (3) times per calendar year. Reservations cannot be booked more than three (3) months in advance of the date requested. Special scheduling considerations must be approved by the Library Director.

9. Three (3) tentative reservations will be held for up to three (3) days.

10. Library management reserves the right to move a group or individual to an alternate location within the Library when necessary.

11. To obtain a refund, the applicant must cancel their reservation within 24 hours prior to the scheduled date by calling the Community Relations office at 203.797.4505, option 6. Payments will automatically be refunded for Library initiated cancellations due to inclement weather or other emergency.

12. In the event of inclement weather, the Library will post a message about delays or closings on its phone system at 203.797.4505, option 9, WFSB Channel 3 TV, radio stations WDAQ (93.3 FM) or WLAD (800 AM) and online at ctweather.com.

13. Applicants are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Neither the name nor address of the Danbury Library may be used as the mailing address of an organization.

14. Applicants are prohibited from posting signage on Library doors, stairwells, pillars or other places within the Library or on the exterior of the building. Organizations and businesses wishing to promote their event should leave materials at the Accounts Desk for approval/posting by the Community Relations Department.

15. The applicant may be required to provide and maintain liability insurance with insurance companies licensed to do business in the State of Connecticut and in such form as shall be satisfactory to the City of Danbury. The applicant may be required to provide the Danbury Library with a Certificate of Insurance confirming the existence of this insurance, specifically naming the City of Danbury as an additional insured. The amounts of such insurance shall be in the following minimum limits: Bodily Injury Liability and Property Damage Liability, \$1,000,000 each occurrence.

16. Maximum capacity for rooms are: Family Program Room: 60, Lower Level Meeting Room: 35, Technology Center: 12, Story Corner: 25, Technology Center Computer Lab: 19

17. The applicant is responsible for the preservation of order by those in attendance. Police supervision, when deemed necessary by the Library Director, must be provided and paid for by the applying organization/individual.

18. Food and non-alcoholic beverages are permitted in the Family Program Room, Lower Level Meeting Room, and the Technology Center Conference Room. Smoking and serving alcoholic beverage are not permitted.

19. Onsite parking is not guaranteed; carpooling is strongly encouraged. Groups expecting ten (10) or fewer participants may use the Library's public lots located off Bank Street. Larger groups may be required to use the metered on-street parking spaces, the Charles A. Bardo Parking Garage at 10 Library Place, or the Terence E. McNally Patriot Garage at 21 Delay Street. Parking is also available on Fridays, Saturdays and Sundays in the City Hall parking lot at 155 Deer Hill Avenue (corner of Deer Hill Avenue and West Street).

20. Meeting room[s] must be vacated at least 5 minutes before closing time. If the room is not vacated by closing time, the group will be notified by security to leave immediately and the person responsible for the room will be billed \$25.

21. The applicant agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyrighted material.

22. Rooms cannot be rented for parties or social functions.

23. Use of the rooms may not interfere with the routine business of the Library.

24. Sale and/or solicitations are not permitted although a performer/speaker may sell books, CDs, or other products that relate to the presented program.

25. The applicant is responsible for reimbursement for damages to building, equipment, or contents incurred while his/her group is using the facilities. It is agreed that the Danbury Library shall not be held responsible for claims of damage or liability arising from such usage.

26. The Library is not responsible for equipment, supplies, exhibit materials or other items owned by the group or individual and used in the Library.

27. The Library Director has full authority to refuse or revoke permission to use any of the meeting rooms. Appeals regarding any such decision must be made in writing to the Danbury Library Board of Directors.

28. The Danbury Library Board of Directors, Library employees and agents are not liable for any claims arising out of the use of the Danbury Library meeting rooms.

FEE SCHEDULE

*Effective July 1, 2017				
	Danbury Nonprofit*	Non Danbury Nonprofit*	Danbury Profit*	Non Danbury Profit*
Lower Level Meeting Room	\$20/hr	\$40/hr	\$80/hr	\$100/hr
Farioly Program Room	\$30/hr	\$50/hr	\$100/hr	\$120/hr
Technology Center Conference Room	\$15/hr	\$30/hr	\$60/hr	\$80/hr
Story Corner	\$20/hr	\$40/hr	\$80/hr	\$100/hr
Technology Center Computer Lab	\$40/hr	\$60/hr	\$120/hr	\$140/hr
* An additional \$25 charge for technology equipment. (projectors, players, etc)				
FRIENDS of the Danbury Library members receive a \$10/hr. discount				