

Danbury Library Board of Directors

Minutes of the Meeting

November 10, 2016

- I. President Ned Moore called the meeting to order at 4:02 pm
PRESENT: Ned Moore (president), Gary Falkenthal, Jimmetta Samaha, Randolph Summ, Katie Ventura (Library Director), Katharine Chung (Assistant Library Director), Rose Mary Fasano (FRIENDS).

ABSENT: Dimples Armstrong, Joan Damia, Rob Feinson
- II. Minutes – October 13, 2016
 - **Motion made by Mr. Summ to accept the minutes of the October 13, 2016 meeting. It was seconded by Ms. Samaha and approved unanimously.**
- III. October, 2016 Financial Report – Katie Ventura
Ms. Ventura reported that the library took in over \$20,000 in fines and fees so far this year, and that she expects that we will take in more than last year. Darlene Garrison, the Lending Services Manager, is making efforts to collect smaller fines from patrons. Last month, the new copy machines yielded \$792.00 and the library paid \$76 in maintenance. Ms. Ventura expects that these machines will pay for themselves within the year.
The City Finance Department provided Ms. Ventura with a quarterly report from Raymond James Financial. A discussion followed. Moving forward, a quarterly report will be sent to Ms. Ventura who will share it with the Board.
 - **Motion was made by Ms. Samaha to approve the financial report as presented. It was seconded by Mr. Falkenthal and approved unanimously.**
- IV. Friends of the Library Report – Rose Mary Fasano
Ms. Fasano reported that the Friends are receiving a good return on their mailing efforts. Two members of the Friends Board will be attending a conference later this month and hope to learn of new ways to improve the group. Ms. Fasano reported that she met with Mr. Feinson to discuss this year's book sale. Mr. Feinson will continue to coordinate the book sale for one more year. Ms. Fasano also spoke with the book sale volunteers regarding the efficiency of the sale, and reported that there is room for improvement in terms of the workflow and communication. Ms. Fasano will continue to work on improving the sale for next year.
- V. Director's Report – Katie Ventura

- A. Statistics: Ms. Chung reported that there has been a significant increase in the amount of transactions using the self-check machines. The current month's statistics show that the self-check usage is at 74%. Ms. Chung also reported that there is an increase in the amount of walk-in room reservations. Mr. Falkenthal inquired about what this category reflected, and Ms. Chung explained that walk-in room use are those patrons who request use of a room without reservation. These are done on a first-come, first-served basis. Ms. Chung also reported that the library's total print circulation has increased from last month.
- B. Staffing: Ms. Ventura reported that the library is currently fully-staffed.
- C. Update on Future Development: Ms. Ventura reported that the recording studio booth was set up and will be completed within a week. New security cameras were installed at the end of October. The library now has 15 cameras in total and she is waiting for a quote for one more that will be installed in the recording studio. A new policy for use of the recording studio was presented. The Board will review this policy and vote to approve it at next month's meeting. Ms. Ventura explained that as we are approaching a slower time of the year for the library, that she will be looking into how to best utilize our floor space.
- D. Innovation Center Update: Ms. Ventura reported that the owners of Nardelli's in Danbury have submitted a proposal for the café space. This proposal will be presented at next month's City Council meeting. The city will be installing a gate in the café space soon. Ms. Ventura also shared that the Steam Fair in October was a success with 1,300 people in attendance.

VI. President's Report – Ned Moore

Mr. Moore asked that the Board members be sent an electronic copy of the Recording Studio policy for review. Mr. Moore proceeded with the committee assignments.

A. Committee Assignments

- a. Nominating Committee: Dimples Armstrong, Joan Damia, Gary Falkenthal
Proposed slate for new officers:
 - i. Ned Moore – President
 - ii. Rob Feinson – Vice-President
 - iii. Joan Damia – Secretary
 - iv. Randolph Summ – Treasurer
- b. Finance Committee: Rob Feinson, Jimmetta Samaha, Randolph Summ. The committee will meet in April 2017 to discuss the budget for next fiscal year.
- c. By-Laws: Mr. Moore asked to waive this assignment until next year.

VII. Adjournment

- Motion made by Ms. Samaha to adjourn at 4:46 pm. It was seconded by Mr. Summ and approved unanimously.

Respectfully submitted by,
Katharine Chung

Nid Moore, Pres. Date: Nov. 17, 2016

MOTIONS OF THE BOARD OF DIRECTORS

OF THE DANBURY PUBLIC LIBRARY

NOVEMBER 10, 2016

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- A motion was made by Ms. Samaha to approve the financial report as presented. It was seconded by Mr. Falkenthal and approved unanimously.
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