

Danbury Library Board of Directors

Minutes of the Meeting

October 13, 2016

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

PRESENT: Ned Moore (president), Gary Falkenthal, Rob Feinson, Ned Moore, Jimmetta Samaha, Randolph Summ, Katie Ventura (Library Director), Katharine Chung (Assistant Library Director), Rose Mary Fasano (FRIENDS), Sue Eggleston (FRIENDS)

Absent: Dimples Armstrong, Joan Damia

II. Minutes - September 8, 2016

***Motion made by Mr. Summ to accept the minutes of the September 8, 2016 meeting. It was seconded by Ms. Samaha and approved unanimously.**

III. September, 2016 Financial Report - Katie Ventura

Ms. Ventura reported that there were no expenses in September and that the new copy machines continue to generate money. For the month of September, the copy machines generated \$1207 and the cost for maintenance was \$60. Ms. Ventura also reported that the library will continue to build the board reserves over the course of the fiscal year.

***Motion made by Mr. Feinson 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 and Sue Eggleston

Ms. Fasano reported that this year's Annual Friends Book Sale was a success. Ms. Fasano reported that both she and Ms. Eggleston, as Co-Presidents of the Friends of the Library, would like to concentrate on strengthening the relationship between the Friends and the Library Board. Ms. Fasano explained that the Friends would be setting up working committees within the group and their goals are to expand membership, create corporate sponsorships, and perform joint-fundraising with donors. Ms. Fasano reported that there are currently 270 Friends members.

V. Director's Report - Katie Ventura

A. Statistics: Ms. Chung explained that she will continue to evaluate the statistics in order to ensure that they are presented in a simple and accurate manner. Ms. Chung reported that the percentage of transactions completed at our self-check kiosks is larger than the number reflected in this month's statistics, and is actually closer to 70%. Mr. Falkenthal asked about the decrease in the number of ESL programs. Ms. Chung explained that she adjusted both the ESL Programs category and the Databases category to better reflect the data. Moving forward, the ESL Programs category will only reflect programs that take place in the library, and the Databases category will include the library's digital ESL programs that can be utilized remotely.

B. Staffing: Ms. Ventura reported that the library is currently fully-staffed.

C. Update on Future Development: Ms. Ventura reported that the recording studio will be delivered next week, and further setup will continue after it is fully installed. Ms. Ventura explained that the library will be working with a local sound engineer to provide monthly

instructional sessions to patrons who will be utilizing the studio. Ms. Ventura reported that she is going to begin redesigning the library floor space in order to better reflect the changing needs of the community. Ms. Ventura will be meeting with the city planning department to discuss capital funding for this project. Additionally, Ms. Ventura stated that she has been working with Steve Nocera on plans to redesign the library parking lot in order to increase the number of parking spaces and better improve the flow of traffic.

D. Innovation Center Update: Ms. Ventura reported that she is currently showing the cafe space to interested parties. Ms. Ventura shared that the library will be getting more security cameras to improve visibility of the library to security. Ms. Ventura reported that she will be attending the ribbon-cutting for the new Naugatuck Valley Community College location on Main Street on Friday, October 14th. Ms. Ventura shared that the bi-annual Steam Fair is taking place on Saturday, October 15th from 10am - 5pm.

VI. President's Report - Ned Moore

Mr. Moore inquired about the Farioly Fund and asked if the Finance Department could provide an update on it. Ms. Ventura said that she would ask the Finance Department about the best way to provide this to the Library Board. Mr. Moore thanked the Friends and everyone involved in the Annual Book Sale and said it was a great success.

VII. Adjournment

* Motion made by Ms. Samaha to adjourn at 4:43 pm. It was seconded by Mr. Summ and approved unanimously.

Respectfully submitted by,
Katharine Chung

Ned Moore, Pres.

Date: Oct. 18, 2016

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

October 6, 2016

*A motion was made by Mr. Summ to accept the minutes of the September 8, 2016 meeting. It was seconded by Ms. Samaha and approved unanimously.

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

*A motion was made by Ms. Samaha to adjourn at 4:43 pm. It was seconded by Mr. Summ and approved unanimously.