

# Danbury Library Board of Directors

## Minutes of the Meeting

September 8, 2016

- I. President Ned Moore called the meeting to order at 4:03 p.m.

PRESENT: Ned Moore (President), Joan Damia, Gary Falkenthal, Randolph Summ , Katharine Chung (Assistant Director)

Absent: Dimples Armstrong, Robert Feinson, Jimmetta Samaha,

- II. Minutes—July 14, 2016

\*A motion was made to accept the Minutes of July 14, 2016 by Mr. Summ. It was seconded by Ms. Damia . It passed unanimously.

- III. August, 2016 Financial Report—Ms. Katharine Chung, Assistant Director

Ms. Chung reported that only 2 expenses were made during August: one for outside services (a Purchase Order for service for the 3 new copiers; and the other for subscription/membership (FLAG). Copier company's staff training was excellent. So far there are no technical issues and patrons are happy.

\*Motion was made by Mr. Summ to accept the July Finance Report. It was seconded by Ms. Damia. It passed unanimously.

- IV. Friends Report—President Moore reported there is a book pick up this Saturday at 15 Main Street. Another storage facility has been secured as the Union Savings Bank storage facility has reach capacity. Ms. Chung reported that the Library has been weeding out a lot of books to make sure everything is up-to-date. Ms. Damia inquired about offering books to nursing homes. Ms. Chung remarked that it was certainly something to think about. Now that the library is fully staffed, the library can look into more outreach programs.

- V. Director's Report—Ms. Katharine Chung, Assistant Director

Statistics: Ms. Chung explained the newly revamped and consolidated statistics report. While it is more streamlined, there are categories that we continued from prior years. A few categories we don't have from prior years. For example, separated teen programming from younger programming to get a better picture.

One noticeable change is with the number of questions answered. While the change is extremely great, the counters that we used were not reset. Now the counters are reset. Our walk in room use is up, junior circulation is up, print circulation is up.

With this new format, it will take some time to get a more accurate count. Our downloadable content is up. ESL programming is doing very well. Volunteers helped out while program coordinator is out.

President Moore mentioned that the summer program attendance was down a little. Summer lunches were well attended. Ms. Chung reported that there will be a summer program recap to see what we can do differently. Will also look at our marketing strategy. It was pointed out that our banner was in English and not English/Spanish.

Staffing: Ms. Chung was happy to report that we are fully staffed.

Future Development: Ms. Chung reported that the Library has a new internet provider from CEN to Comcast once CEN decided to charge. The speed we are getting now is much better. Mr. Summ inquired if we still get state meetings? Ms. Chung didn't know but will look into it.

Credit card machines have been up and running so cash transactions are minimal. The cash machine on self-check is well received. Our new checkout system is fully installed and this will help us with the statistics.

Innovation Center—Ms. Chung reported that the Bagelman—Mr. Froelich decided not to move forward with the Library café because of staffing and equipment issues. Once again, we will be looking for someone else. While City Hall handles the contract bidding, it is up to the Library to look into other options.

A Dunkin Donuts or a vending machine mart were recommended by Mr. Summ.

VI. President's report—

A. President Moore asked for a motion that Mr. Randolph Summ be made acting Treasurer for the rest of the year.

\*Ms. Damia made the motion that Mr. Randolph Summ be made Acting Treasurer. Mr. Falkenthal seconded the motion. It passed unanimously.

B. Ms. Chung reported that Mr. John O'Donnell has selected a brand new WW II book in memory of Mr. Mosley. The price for this book is \$115. The Board was ok with Mr. O'Donnell's choice. The Board also recommended a note be sent to both son (Scott Mosley) and daughter telling them of the Board's book purchase in memory of their father.

VII. Adjournment—

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

This meeting adjourned at 4: 48 p.m.

Submitted by,  
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.  
Ned Moore, President

Sept. 15, 2016  
Date

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

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