



7

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810-7769

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

(203) 797-4652
FAX: (203) 796-1526

MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance *DWS*

DATE: April 25, 2011

CERTIFICATION

SUBJECT: Certification of Funds - Farioly Fund

Attached please find a request from the Assistant Library Director for the hiring of a consultant approved by the Library Board of Directors at their April 14, 2011 meeting. I hereby certify the availability of \$9,500 to be appropriated for the Farioly Fund. The status of the fund balance is as follows:

Farioly Fund –

Unappropriated Fund Balance as of 4/25/11	\$156,340.46
Interest Earned July 2010 – March 2011	4,161.39
This Request	- 9,500.00
Balance After Appropriation	\$151,001.85

The gift from the estate of Edward Farioly to the Danbury Library is for projects and activities which benefit the Library and which constitute Library enhancements and not projects and activities ordinarily funded by the City.

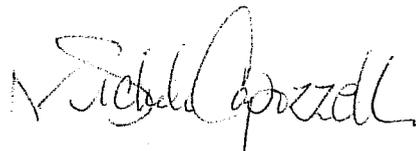
I respectfully request that this request be placed on the May 2011 agenda for the City Council's consideration. Please feel free to contact me should you require any additional information.

DWS/dg
attachments

DANBURY LIBRARY

7-1

MEMO TO: David St. Hilaire, Finance Director
FROM: Michele Capozzella, Assistant Library Director
DATE: April 18, 2011
SUBJECT: Appropriation Requests for May, 2011 City Council Meeting



David,

Please prepare a memo that will add the following appropriation requests to the May, 2011 City Council meeting agenda. Let me know if you have any questions. Thank you for your assistance.

Michele

1. FAIROLY FUND:

Attached please find the Minutes of the Danbury Public Library City Board of Directors meeting and the list of motions from Thursday, April 14, 2011. At this meeting the Board approved the expenditure of up to \$9,500.00 to The Singer Group, Inc. (motion #5) as a consultant on the apportionment of the library administrative and supervisory staff. A copy of the overview of the services required of this consultant are also attached.

Please place this appropriation on the May, 2011 agenda.

THE DANBURY PUBLIC LIBRARY
CITY BOARD OF DIRECTORS

REGULAR MEETING – April 14, 2011

President Ned Moore called the meeting to order at 4:02PM.

PRESENT: Ned Moore, President, Gary Falkenthal, Rob Feinson, John Hoffer, Robert Mosley, Randolph Summ, Douglas VanClief, Mark Hasskarl, Director, Tanya Castiglione, FRIENDS.

1. Minutes – March 10, 2011

***Motion made by Mr. Mosley to approve the minutes of the March 10, 2011 meeting. It was seconded by Mr. Summ and approved unanimously.**

2. Financial Report – Mark Hasskarl

Financial Reports: Mr. Hasskarl presented the Board with the report for March. There were expenses for mileage reimbursement, additional work need for the website redesign and supplies for security tapes for materials, processing supplies for materials and a ceiling mount for the projector. The Farioly and Learmont reports were also presented and the information from Finance regarding rates for investments was shared. Mr. Hasskarl gave updates on the three grants that had been applied for and informed the Board that the library would be receiving \$300 from the Women’s Club of Danbury and New Fairfield and that Danbury Library was one of only 35 libraries nationwide that would have the honor of having the traveling exhibition of artwork from Maurice Sendak in May. The library has not heard back yet on the third grant that has been requested from the Praxair Foundation to pay for a redesign of the main floor and a new microfilm machine. Mr. Feinson asked that Mr. Hasskarl invite Mr. Sendak to attend perhaps the grand opening of the exhibit.

***Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. VanClief and approved unanimously.**

FY 2011-2012 Budget Update: Mr. Hasskarl reported that he received a copy of the proposed library budget at the City Council meeting on April 5th and he met with the City Council Budget Committee, the Mayor and the Director of Finance on April 13th to review this budget. No further cuts to the budget were recommended and City Council will vote on the entire city budget at their meeting on May 3rd.

Library Board Approval on Changes to Library Board Budget: Mr. Hasskarl informed the Board that Margaret Franks, Executive Secretary, has asked that the Board determine a policy on approving transfers between line-items in the Library Board Fund Budget because as the library goes through each fiscal year the expenses originally anticipated will sometimes change and other needs will arise.

***Motion made by Mr. VanClief to approve giving the Library Director the power to approve transfers of money from the Library Board Fund Contingency fund to another line item without the need for prior Library Board approval in the event a need arises that must be dealt with prior to the next Library Board meeting. The Library Board will be informed of any transfers from the Contingency fund. Additionally, transfers or changes in categorization of any line items in the Library Board Fund Budget other than the Contingency fund must receive approval from the Library Board before transfers are requested. It was seconded by Mr. Mosley and approved unanimously.**

3. FRIENDS OF THE DANBURY LIBRARY – Tanya Castiglione

Ms. Castiglione informed the Board that the FRIENDS have a new Trustee, Susani Anderheggen and currently have 285 members. Standardized procedures are now in place for bringing on new board members and written procedures for Mini-Sales have been put together. The FRIENDS have sent out emails to members regarding the proposed state cuts to Connecticut and Connecticut and the FRIENDS financial advisor will be reviewing their investments at the next FRIENDS meeting. The FRIENDS are currently looking into having their name legally changed to the FRIENDS of the Danbury Library and are working with the Director and other library staff for ways to increase community awareness about the library. As the city budget becomes clearer, the FRIENDS hope to advocate in ways that are effective and diplomatic. The FRIENDS are hopeful that the consultant that the Library Board is looking to hire will look at possible shifts in how the library is being used.

4. Director’s Report – Mark Hasskarl

Statistics: Mr. Hasskarl reported that overall circulation continues on a downward trend. He also reminded the Board that in honor of National Library Week the library was offering fine amnesty to our customers. As of Thursday, 4/14/11 270 customers had taken advantage of Fine Amnesty week and over \$2,000 in fines had been waived and canned goods were collected that will be distributed to local food banks.

Personnel: Mr. Hasskarl explained to the Board that the Library has been informed that they are no longer able to hire the two part-time clerks and the one part-time page that had previously been approved by the city and for which interviews were conducted and candidates selected.

Library Consultant: Mr. Hasskarl reported that he, Mr. VanClief and Michele Capozzella, Assistant Library Director reviewed the proposals that were submitted to the library from the consultants contacted and all agreed on The Singer Group, Inc., Paula M. Singer, Ph.D., President. Ms. Singer was the only one of all those who responded who actually took the time to speak to Mr. Hasskarl to get more in-depth information on what

the library was looking for the consultant to accomplish. Mr. VanClief and Ms. Capozzella both agreed that having Ms. Singer reach out to make her proposal tailored to our needs, taking the time and effort to do so and not just sending a canned response spoke volumes about her commitment. Ms. Capozzella spoke to two references who praised The Singer Group very highly. These references reported that Ms. Singer is interested in results, is knowledgeable, pays close attention to all staff including part-timers and they have experienced wonderful improvements through their work with The Singer Group. Mr. Hasskarl reported that the reference he spoke to also spoke very highly of Ms. Singer and The Singer Group and reported that she has never gone over budget. Ms. Singer is also interested and willing to meet with the Library Board.

***Motion made by Mr. Summ to approve hiring The Singer Group, Inc. as consultant for the Danbury Public Library at a cost of \$7,500.00 plus expenses not to exceed \$2,000.00. It was seconded by Mr. Feinson and approved unanimously.**

***Motion made by Mr. Hoffer to use Farioly Funds to pay for The Singer Group, Inc. at a cost of \$7,500.00 plus expenses not to exceed \$2,000.00. It was seconded by Mr. Mosley.**

The Library Board then had an in-depth discussion about using the Library Board Funds to pay for the consultant or using the Farioly Fund for this expense. It was argued that the Library Board budget is in excellent condition and that the consultant should be paid out of these funds, however other members of the board felt that this was exactly the type of expense that falls under the guidelines of using the Farioly Fund.

***Motion made by Mr. Mosley to move the question of the motion to use Farioly Funds to pay for The Singer Group, Inc.. It was seconded by Mr. VanClief and approved. Vote taken on the motion, Mr. Feinson, Mr. Hoffer, Mr. Mosley and Mr. Summ voted yes and Mr. Falkenthal and Mr. VanClief voted no. Motion is passed with a majority vote.**

The Library Board asked Mr. Hasskarl to begin the procedure to get this expense of \$9,500.00 from the Farioly Fund on the City Council Agenda for May and to speak to Ms. Singer to get a better understanding of her expenses and discuss a timetable for this project and report back to the Board with this information.

Programs & Services: Mr. Hasskarl reported that the Danbury Public Library will be hosting the Maurice Sendak exhibit in May and Mr. Feinson asked Mr. Hasskarl to contact Mr. Sendak who lives locally and ask him if could attend perhaps the opening of the exhibit.

Building and Security: Mr. Hasskarl reported that over 50 DVDs from all genres and some blu-rays have been stolen from the library within the last three weeks. In an effort to account to what has gone missing, Michele Capozzella enlisted the assistance of

several members of the library staff and on Wednesday, 4/6/11 went through every DVD and blu-ray case, a collection of about 12,000 items. Mr. Hasskarl, Ms. Capozzella and Darlene Garrison, Manager of Lending Services discussed various solutions to this growing problem. Current staffing shortages of both full and part-time staff, and possible additional future shortages due to the fact that many full-time library staff are eligible for retirement makes realizing totally preventing theft by having only the empty boxes on display and all items locked up and checked out by library staff unattainable as it would require having two people in the A/V area at all times to assist customers and both Ms. Capozzella and Ms. Garrison agreed that there are just not enough staff to be able to do that at this time. Mr. Hasskarl felt that having two staff members in A/V at all time was not necessary. They all agreed that it should be recommended to the Board that in an effort to help begin to prevent this theft, the best approach at this point in time would be to re-install the Security Gates that had previously been in the lower level A/V area, put a self-check machine down on that level and close off the Main Street stairwell for all but emergencies. Unfortunately it was determined that the old Security Gates could no longer be used and Mr. Hasskarl asked the Board for permission to spend \$9,087.00 to purchase new gates. A lengthy discussion ensued and the Board agreed that putting out dummy boxes was the only sure way to prevent theft and Mr. Hasskarl said that he would discuss this again with both Ms. Capozzella and Ms. Garrison. The Board asked that the purchase of new gates be put on hold and that Mr. Hasskarl contact the Bridgeport, Norwalk, Stamford and Waterbury libraries to discuss if they experience theft of their collections and how they handle security for their DVD collections. Mr. Hasskarl informed the Board that he would be on vacation and would ask Ms. Capozzella and Ms. Garrison to contact the other libraries.

5. Old Business – Mark Hasskarl

New Book Return: Mr. Hasskarl reported that the new book return has been installed off of Bank Street and it will continue to provide drive-through drop-off service to library customers. Ms. B. J. Dinto has sent a check for the full cost of the new book drop and when this donation is approved by City Council a plaque will be created indicating that the book drop was donated in memory of Ms. Dinto's parents.

6. President's Report – Ned Moore

Mr. Moore indicated that since the meeting was running quite late, the Board would review the policy on Removal or Exclusion of Customers at the meeting in May.

***Motion made by Mr. Summ to adjourn at 5:42PM. It was seconded by Mr. Mosley and approved unanimously.**

Respectfully submitted by,
Margaret Franks

Ned Moore, Pres

Date April 19, 2011

MOTIONS OF THE BOARD OF DIRECTORS
OF THE DANBURY PUBLIC LIBRARY

April 14, 2011

1. *Motion made by Mr. Mosley to approve the minutes of the March 10, 2011 meeting. It was seconded by Mr. Summ and approved unanimously.
2. *Motion made by Mr. Mosley to approve the financial report as presented. It was seconded by Mr. VanClief and approved unanimously.
3. *Motion made by Mr. VanClief to approve giving the Library Director the power to approve transfers of money from the Library Board Fund Contingency fund to another line item without the need for prior Library Board approval in the event a need arises that must be dealt with prior to the next Library Board meeting. The Library Board will be informed of any transfers from the Contingency fund. Additionally, transfers or changes in categorization of any line items in the Library Board Fund Budget other than the Contingency fund must receive approval from the Library Board before transfers are requested. It was seconded by Mr. Mosley and approved unanimously.
4. *Motion made by Mr. Summ to approve hiring The Singer Group, Inc. as consultant for the Danbury Public Library at a cost of \$7,500.00 plus expenses not to exceed \$2,000.00. It was seconded by Mr. Feinson and approved unanimously.
5. *Motion made by Mr. Hoffer to use Farioly Funds to pay for The Singer Group, Inc. at a cost of \$7,500.00 plus expenses not to exceed \$2,000.00. It was seconded by Mr. Mosley.
6. *Motion made by Mr. Mosley to move the question of the motion to use Farioly Funds to pay for The Singer Group, Inc.. It was seconded by Mr. VanClief and approved. Vote taken on the motion, Mr. Feinson, Mr. Hoffer, Mr. Mosley and Mr. Summ voted yes and Mr. Falkenthal and Mr. VanClief voted no. Motion is passed with a majority vote.
7. *Motion made by Mr. Summ to adjourn at 5:42PM. It was seconded by Mr. Mosley and approved unanimously.

Employing a Consultant on the Apportionment of the Library Administrative and Supervisory Staff

The Library Board and Director will seek and employ a consultant service to study how time and effort of staff members are allotted. The object of this is to determine if administrative/supervisory responsibilities should be realigned. Suggestions from all staff members will be sought and considered. The recommendations will be reported to the Library Board and Director by June, 2011.

Recent substantial reductions in both the Library's staff and administrative and supervisory staff have prompted a need for this consultation.

The study will include for each department such elements as:

- * Number of employees and hours of service,
- *Scope of operations within the Library and with the public,
- *Commitments involved in the long-range plan of the Library,
- *Involvement in budgeting, record keeping, and monitoring of expenses,
- *Planning of special projects,
- *Contribution to staff development,
- *Responsibilities for recruitment and evaluation,
- *Involvement with the collection development and maintenance,
- *Adherence to policy and procedures,
- *Responsibilities for scheduling,
- *And other pertinent considerations.