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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**DAVID W. ST. HILAIRE**  
DIRECTOR OF FINANCE

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**MEMORANDUM**

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**TO:** HON. MARK D BOUGHTON VIA THE COMMON COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DSE*  
**SUBJECT:** FARIOLY FUNDS APPROPRIATION  
**DATE:** 11/24/2008

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Attached please find minutes of the regular October 2008 meeting of the Library Board of Directors. At this meeting, the Board approved the purchase of a new Keyscan door lock system in the amount of \$4,577 from the Farioly Fund.

Please place this appropriation on the December 2008 agenda.

Thank you.

attachments

# DANBURY LIBRARY

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See

## MEMO

RECEIVED  
NOV 24 2008

TO: David St. Hilaire, Finance Director  
FROM: Mark P. Hasskarl, Library Director *MPH*  
DATE: November 20, 2008  
RE: Farioly Funds

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At its October 16, 2008 meeting, the Library Board of Directors approved the expenditure of \$4,577.00 to United Alarm Services to pay for a new Keyscan door lock system for the staff entrance and three interior doors at the library. Enclosed is a copy of the minutes of this meeting.

Please place the appropriation of these funds on the December 2008 Common Council agenda. Thank you, and contact me if you have any questions.

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – October 16, 2008

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President Ned Moore called the meeting to order at 3:59PM.

PRESENT: Ned Moore, President, Bob Feinson, Vice President, Joan Damia, Bill Goodman, John Hoffer, Bob Mosley, Mark Hasskarl, Director, Lisa Keller, FRIENDS.

1. Minutes – September 11, 2008

**\*Motion made by Mr. Goodman to accept the minutes of the September 11, 2008 meeting. It was seconded by Mr. Feinson and approved unanimously.**

2. Financial Report – Mark Hasskarl

Mr. Hasskarl presented the Board with the September report. Expenses for September included: membership to Innovative Users Group; payment for Gene Buccini, a consultant who met with the Management Team to discuss managing a library in tough economic times; and staff development. The Farioly Fund report has a discrepancy of about \$150,000.00 between the funds and the cash balance. Margaret Franks has contacted Dan Garrick, asking for an explanation of this discrepancy. This request is being documented in emails.

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

3. FRIENDS of the Danbury Library – Lisa Keller

Ms. Keller reported that a membership drive for the FRIENDS will begin soon. The FRIENDS Columbus Day Weekend book sale raised about \$42,000.00. The exact net amount will be known after expenses are tallied. Mr. Feinson and Mr. Mosley reported that everything ran smoothly, with about 160 volunteers, and that they were able to cut expenses this year. The FRIENDS currently have a contract with the PAL Center for lease of the facility for the next two years.

The Library Board of Directors wanted to acknowledge Mr. Feinson and Mr. Mosley for their hard work and dedication to the book sale.

4. Director's Report – Mark Hasskarl

**Statistics:** Mr. Hasskarl reported that circulation numbers continue to be up from last year at this time. Changes in the numbers are expected due to the closing of the Library

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on Fridays. Mr. Goodman requested that the numbers for OBOC programs be kept separate from the Library programs numbers and that beginning in October, 2008 the library keep track of the number of people who walk through the doors. Mr. Hasskarl will find out if the numbers reflected by computer usage indicate the number of people using the computers or the number of hours being used. Mr. Hasskarl will also discover why there has been a 60% increase in the circulation of children's items and why there is a 32% increase on hits on the website.

**Personnel:** Mr. Hasskarl reported that the Civil Service Commission has approved nine out of sixteen applications received for the position of Assistant Library Director to be interviewed by a panel of local librarians. The panel will grade each applicant, and the top six will then be interviewed by Mr. Hasskarl and the Director of Personnel, at which time a final selection will be made. The hiring freeze for the City of Danbury continues.

**Programs & Services:** The OBOC events continue with a presentation by Madhur Jaffrey on Thursday, October 16<sup>th</sup>. There are two more book discussions and movies that will take place before the final event on November 5<sup>th</sup> with Jhumpa Lahiri, the author of *The Namesake*. Mr. Hasskarl will look into finding out how many copies of *The Namesake* were sold during OBOC at Borders and Barnes & Noble.

Mr. Hasskarl requested that the Board approve the closing of the library at 5:00PM on Wednesday, November 26<sup>th</sup>, Thanksgiving Eve. Mayor Boughton has already approved this request.

**\*Motion made by Mr. Mosley to approve the closing of the library at 5:00PM on Wednesday, November 26<sup>th</sup>. It was seconded by Mr. Feinson and approved unanimously.**

Mr. Hoffer inquired about the status of the Praxair Grant. Mr. Hasskarl reported that he will be writing the grant to request an upgrade to the self-check machines. Mr. Hoffer requested that this be done soon, even though there is no deadline for applications.

**Building Security:** Mr. Hasskarl reported that United Alarm Services will be installing a Keyscan lock to allow the library building to remain locked until approximately 8:00AM when more staff is in the building. Staff that arrives before 8:00AM will be able to enter using the Keyscan lock.

**\*Motion made by Mr. Goodman to protest the Library Board having to pay for the Keyscan lock system, which is a matter of security for the library and as such should be paid by the City of Danbury. It was seconded by Mr. Mosley and approved unanimously.**

**\*Motion made by Mr. Hoffer to have the Keyscan lock system expense charged to the Farioly Fund instead of Libraryfund.5679 (materials/supplies/Long-Range Plan) if the City of Danbury will not pay for this expense. It was seconded by Mr. Goodman and approved unanimously.**

Mr. Hasskarl reported that the cooling tower for the library will be removed beginning the week of October 20<sup>th</sup> to allow the roof to be repaired and the new cooling tower to be installed. Mr. Hasskarl pointed out that because the cooling tower was in such need of replacement, Rick Palanzo of Public Buildings pulled together the money to pay for the roof repair and a new cooling tower.

Mr. Hasskarl informed the Board that beginning in October, 2008, the State of Connecticut requires that all minutes of cities, towns, municipalities, and boards such as the Library Board must be posted on the organization's website within seven business days. The Library Board minutes will be posted with a notation that the minutes are pending until approved by the Board at their next meeting.

5. President's Report – Ned Moore

Mr. Moore informed the Board that he was copied on a letter from Laszlo L. Pinter, Deputy Corporation Counsel, dated September 30, 2008 to Mayor Mark D. Boughton regarding proposed renovations and lease amendment by Union Savings Bank for the first floor of the City-owned premises immediately adjacent to the library at 158 Main Street. The original 10-year lease of the 3000 square feet by Union Savings Bank expired in July, 2007, and the bank is currently in its first five-year option to continue to lease the space. The proposed lease amendment would allow the bank to remain in this space until 2028, paying \$10.00 per square foot. This space is needed by the library to be able to accomplish the goal of the Long-Range Plan to continue to meet the needs of the people of Danbury. Mr. Moore met with Mayor Boughton, who invited Mr. Moore to have a representative attend the meeting of a Committee that has been formed by the Common Council to look into the request by the Union Savings Bank. Mayor Boughton asked that the library present ideas for use of this space and back-up opinions with data. Mr. Moore and Mr. Hasskarl will find out when the Common Council Committee is scheduled to meet.

Mr. Goodman stated that the Library Board should make the News-Times aware of the request by the Union Savings Bank to continue to stay at 158 Main Street for another 20 years. Additionally, he suggested sending all customer comments regarding the closing of the Library on Friday to the Mayor on a weekly basis.

**\*Motion made by Mr. Goodman to adjourn at 5:08PM. It was seconded by Ms. Damia and approved unanimously.**

Respectfully submitted by,

Margaret Franks

Ned Moore, Pres. Date Nov. 6, 2008

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MOTIONS OF THE BOARD OF DIRECTORS  
OF THE DANBURY PUBLIC LIBRARY

October 16, 2008

1. \*Motion made by Mr. Goodman to accept the minutes of the September 11, 2008 meeting. It was seconded by Mr. Feinson and approved unanimously.
2. \*Motion made by Mr. Goodman to approve the financial report as presented. It was seconded by Mr. Mosley and approved unanimously.
3. \*Motion made by Mr. Mosley to approve the closing of the library at 5:00PM on Wednesday, November 26<sup>th</sup>. It was seconded by Mr. Feinson and approved unanimously.
4. \*Motion made by Mr. Goodman to protest the Library Board paying for the keyscan lock system, which is a matter of security for the library and as such should be paid by the City of Danbury. It was seconded by Mr. Mosley and approved unanimously.
5. \*Motion made by Mr. Hoffer to have the Keyscan lock system expense charged to the Farioly Fund instead of Libraryfund.5679 (materials/supplies/Long-Range Plan) if the City of Danbury will not pay for this expense. It was seconded by Mr. Goodman and approved unanimously.
6. \*Motion made by Mr. Goodman to adjourn at 5:08PM. It was seconded by Ms. Damia and approved unanimously.