



CITY OF DANBURY

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DENA DIORIO
DIRECTOR OF FINANCE

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MEMORANDUM

Date: 12/21/2005
To: Hon. Mark D. Boughton via the Common Council
From: Dena Diorio, Director of Finance and Personnel *Dena*
RE: Farioly Funds

Attached please find minutes of the regular December 2005 meeting of the Library Board of Directors. At this meeting, the Board approved purchase of a \$10,100 file server from the Farioly Fund.

Please place this appropriation on the January 2006 Common Council agenda.

Thank you.

Attachments

DANBURY LIBRARY

From Text to Technology

she -
can you
prepare
this for
January
Council
mtg

Date: December 8, 2005

To: Dena Diorio

From: Betsy McDonough *Betsy*

RE: **FARIOLY FUNDS**

At the December 1, 2005 Library Board of Directors meeting, members approved the expenditure from the Farioly Fund to purchase one file server. The cost is \$10,100. Enclosed is a copy of the minutes of this meeting.

Please place appropriation of the funds on the January 2006 Common Council agenda. Thank you.

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – December 1, 2005

The President, John W. Hoffer, called the meeting to order at 4:00 PM.

PRESENT: John W. Hoffer, President; Ned Moore, Treasurer; Joan Damia, Secretary; Robert Feinson, Dimples Armstrong, Lisa Keller, FRIENDS, and Elizabeth McDonough, Director

1. Minutes November 3, 2005

- * **Motion made by Mr. Feinson to approve the minutes of the November 3, 2005 meeting. It was seconded by Mr. Moore and approved unanimously.**

2. Financial Report – Elizabeth McDonough

Fines continue to increase. Mrs. DeJong is working on acquiring artwork for the Farioly Room along with Mrs. Hornig, who is a long time supporter of the library. This month's expenditures include Ms. Greenwald attendance at a Connecticut Library Council workshop, Mrs. Eisenberg's at two workshops and Director with the two assistant directors registration to the Mayor's annual state of the city address in December.

The library has been using an outside programmer to create code for our web site. Recently he has created an events calendar that lists all our programs and automatically deletes an event from the calendar when it is over. We have spoken with him about using Google to simplify searching our catalog. At this morning's management team meeting, the managers agreed to go ahead with this project. Since \$1,896 has been expended from the software line item for software to learn Spanish and this project costs \$7,000, Ms. McDonough requested that

- * **\$2,000 be moved into this line item. Motion made by Mr. Moore, to move \$2,000 from the Contingency line item into the Software line item for the Google search project. It was seconded by Mrs. Damia and approved unanimously.**
- * **Motion made by Mrs. Damia to approve the financial report as presented. It was seconded by Mr. Moore and approved unanimously.**

3. FRIENDS of the Library – Lisa Keller

Ms Keller, head of the membership committee, stated that the membership letters were mailed. She hopes to increase current membership by 10%. FRIENDS' are still looking into adopting a library affected by Katrina. It was brought to Ms. Keller's attention that the by-laws should be checked to make sure this donation is within the parameters of the by-laws. There will be no FRIENDS' meeting in December. Ms. Keller reported on the very successful Lynne Truss program held on Sunday, November 20, at which 315 attended. Kudos to Mrs. DeJong and her committee for a great job. There is a new member to their Board and this leaves 2 vacancies to fill.

4. Director's Report - Elizabeth McDonough

2006-07 Budget Process: The Mayor has set a meeting on Friday, December 9, to present the schedule for new budget requests. The January library board of directors' meeting date will be put on hold until after the budget timeline is known.

Request to Fund Server: This fiscal year the City funded an upgrade to our online catalog and circulating system. It will be installed in January and training is scheduled for February. The vendor recommends replacing the server that runs this system as it is four years old. If we do this during the upgrade, we can take advantage of a reduced price of \$20,100. Ms. McDonough asked the FRIENDS to fund \$10,000 of this project which was approved at their last meeting. She is now recommending that the Board fund the balance of this project, \$10,100, from the Farioly fund. This does not compromise the principal of the endowment as there are sufficient funds from the interest generated to cover this. **Motion made by Mr.**

- * **Feinson to expend \$10,100 from the Farioly fund for a new file server. It was seconded by Mr. Moore and approved unanimously.** Since the Common Council has to approve expenditures from the Farioly fund, Ms. McDonough will ask the Mayor to put this on the Common Council's January agenda.

Personnel: The Mayor has approved a 3% wage increase effective January 1, 2006 for our part-time clerks. They have not received a raise since July 2002 and they are the backbone of our evening and weekend staffing. He also agreed to meet the Connecticut Library Association's minimum wage for part-time librarians that signifies a 15% increase. The cost of these raises is possible due to the fact that we are closed a week for the recarpeting project. Part time staff will not come in during that week, making these funds available for this purpose.

Regarding the News Times article on the early retirement package being offered by the Mayor to non-Union employees, Ms. McDonough informed the Board that the entire Administrative staff could take advantage of this offer. Between May and June 2006, the Director, the 2 Assistant Directors and the Executive Secretary may opt to retire. Later this month, there will be an informational meeting and Ms. McDonough will keep the Board informed.

Capital Projects: We are on target for the recarpeting project that is being handled by Mrs. McLaughlin. It is a huge undertaking as demonstrated by the color coded timeline distributed to managers at this morning's meeting.

This morning, Ms. McDonough received an email from the Finance Director stating that she had not yet found the extra funding for the HVAC project. This project is slated to begin in the spring if funding can be found now to begin the design phase of the project.

Monday the Westport Public Library's director and head of circulation visited our library. They were quite impressed with our lending services and reference departments. They were also interested in our "floating" librarian and book displays among some of the other great things we have done.

Mr. Hoffer gave Ms. McDonough a *New York Times* article that quoted Mr. Booth, Coordinator of Library Technology. Compliments to the IT staff for keeping this library on the cutting edge.

Programs and Services: There is a trip to the Fairfield Public Library planned for Monday, December 19, at 1 PM, returning to Danbury by 4 PM. Ms. McDonough extended an invitation to the Board.

Nominating Committee Report:

- * Mr. Moore, Chair, nominated: Mr. Hoffer, President; Mr. Moore, Vice President; Mr. Feinson, Treasurer, and Mrs. Damia, Secretary. **Motion made by Mr. Moore to accept the nominations as presented. It was seconded and approved unanimously.**

Finance Committee Report:

Will report in January after the December 9 meeting where the Mayor will present the budget schedule.

President's Report:

Two board members, Ms. Armstrong and Mr. Feinson, terms expire in January. Mr. Hoffer will write to the Mayor asking for their reappointment. There are also 3 vacancies, one in each, of the 2006, 2007 and 2008 classes. If anyone has suggestions for potential members, please give them to Mr. Hoffer.

Other Business:

No other business to report.

- * **Motion made by Mr. Moore to adjourn at 4:46 PM. It was seconded by Mr. Feinson and approved unanimously.**

The next meeting date to be determined after December 9, 2005.

Respectfully submitted,

Eileen McCormack

James W. Hoffer, Pres.

Date: Dec 08, 2005