

**Danbury Library Board of Directors
Minutes of the Meeting**

March 12, 2020

I. President Ned Moore called the meeting to order at 4:02 p.m.

PRESENT: Ned Moore (President), Joan Damia, Deborah Gogliettino, Randolph Summ, Katie Pearson (Library Director), Katharine Chung (Assistant Library Director),

Absent: Dimples Armstrong, Gary Falkenthal, Nelson Merchan (Friends Co-President), and Shay Nagarsheth (Friends Co-President)

II. Minutes—

*A motion was made by Mr. Summ to accept the Board Minutes of February 13, 2020. It was seconded by Ms. Damia. It passed unanimously.

III. Finance Report

Ms. Pearson reported due to the short month, there was a slight drop in copier money for the month about \$750 and we had about \$100 in copier expense. Also, a reminder that some money has been allotted for the junior floor renovations. Our revised shelving quote is higher, an extra \$4,000, but it includes a redesign. As a result, we need to move some Board funds.

*A motion was made by Ms. Gogliettino, seconded by Ms. Damia, to transfer additional funds to the Equipment Office fund 9999-5700.2700 as follows:

\$17,000 from account 9999-5600.2695 and
\$4,000 from account 9999-5600.2500

This motion passed unanimously.

This order should be placed next week by the Board of Awards. From that point, it should take approximately 12 weeks to receive shipment. Concerning the glass wall, we have to put out a RFP.

Ms. Pearson reminded the Board that the April meeting is when the City's budget is presented but the Library may not be open. President Moore and the Board agreed to hold the meeting online. Ms. Pearson said the 2020-2021 Board budget should be the same minus money for the shelving.

*A motion to accept the Finance Report was made by Mr. Randolph Summ. It was seconded by Ms. Gogliettino. Passed unanimously.

IV. Friends Report—Ms. Damia reported the Friends have cancelled their March 14th Book Drop.
V. Director's Report—

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A. Statistic – Ms. Chung pointed out that while the month of February was short, the average number of people per day was good. Also, Ms. Chung was happy to report that our year-to-date walk-in room use increased by 176%. We do market our room use. We are maintaining an average monthly walk-in use of about 102 people and 67 pod uses. About 2 months ago, we began being proactive quantifying what we are doing i.e., our Junior staff are keeping track of games and toys usage. Last month, we had 100 toy uses.

Once we get into spring, we are going to start our school outreach for summer. Ms. Carvalho, our outreach coordinator, is coordinating 25 school assemblies.

Room rentals garnered \$1,200 in fees last month. For March, room fees will depend on how long this closure lasts. Ms. Pearson reported that people/groups have been cancelling their reservations as well. Just this week, we cancelled current programs until further notice. Our Garden Club program is scheduled during the April 19th for Library Week. We have alerted them. Hopefully we will be open by then. However, the Governor's recommendation is to keep closed until April 30th.

B. Staffing— the Senior Computer Tech position has been posted. Closing date is March 23rd and the test date of April 30th. We are currently looking for 1 part-time librarian.

C. Café and Innovation Center— No Reports.

D. Update on Future Development—Ms. Pearson is working to complete the ordering and installation of the Junior Department renovations. Maura Newell Juan from Seventy2 Architects donated her time to do drawings needed for the RFP. We are hoping the shelving is in no later than the end of May. Friends also gave us \$25,000 to finish the project. National Library Week is April 19th. We are also hosting a Library Card Contest.

E. *Draft Policy: Danbury Public Library Policy Rules and Regulations Re: Use of Library Plaza and Grounds*

After a monthly review by the Board of this draft of the new Plaza policy,

* A motion was made by Ms. Goglettino to accept the *Danbury Public Library Policy Rules and Regulations Re: Use of Library Plaza and Grounds*. It was seconded by Ms. Damia. It passed unanimously.

F. Marketing Plan—Our Marketing Group came up with the attached draft of our marketing plan. Ms. Pearson asked the Board to please review it and email her with any questions. This will be used as a tool for budgeting purposes. While there is no date on it, re-evaluations will be made as needed.

VI. President's Report—President Moore reiterated that the April 9th Board meeting and budget proposal will be held online if the Library remains closed to the public.

VII. Adjournment

*A motion was made by Ms. Damia to adjourn the meeting. It was seconded by Ms. Gogliettino. It passed unanimously.

This meeting adjourned at 4:29 p.m.

Submitted by,
Theresa Buzaid, Executive Secretary

Ned Moore, Pres.
Ned Moore, President

March 18, 2020
Date