

Danbury Library Board of Directors Minutes of the e-Meeting

June 10, 2021

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BY: 

I. President Ned Moore called the e-meeting to order on Zoom at 4:06 p.m.

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

Absent: Dimples Armstrong, Gary Falkenthal,

II. Minutes—

*A motion to approve the Minutes of May 13, 2021 was made by Mr. Summ. It was seconded by Ms. Gogliettiino and it passed unanimously.

III. Finance Report—Ms. Pearson reported that the Library took in over \$400 from fines, fees and copier receipts. We did not spend any money. For this fiscal year, we made approximately \$5,000.

For the upcoming FY 2022 budget, Ms. Pearson presented an amended version to the Board for its approval to adjust for the sensory room project completion in the following fiscal year.

* Mr. Summ made a motion to accept the Finance report and amended FY 2022 Library Board Budget. Ms. Damia seconded it. It passed unanimously.

IV. Friends Report—In lieu of a Friends representative at this meeting, Ms. Damia was able to report that Friends made \$15,000 last month on book sales as reported to her by Ms. Mary Cappiello. Ms. Pearson will follow up at the next Friends meeting to again invite representatives from Friends to the Board meetings.

V. Director's Report—

a. Ms. Chung's May, 2021 statistics report includes the following:

1. Patron testimonials
2. 53,557 patrons via our social media and web presence;
3. Adult items 5,160 and 2,949 junior items were circulated;
4. Outside patrons checked out 490 items;
5. Total of 4,082 patrons entered the library;
6. New plaza flags have been installed and each has a statement from our 2019-2024 Strategic Plan;
7. Remote and Electronic Services-- Wifi used 481 times and computers and printers used 999 times; Library's databases were used 47 times, 1,350 e-books and audiobooks were circulated; a total of 11,428 items were downloaded electronically and our new app was downloaded 86 times.

8. Library Programs—535 patrons attended 46 virtual programs.
9. Our \$3,000 grant application for the American Rescue Plan Act is now secured.

Ms. Chung also reported about a new electronic service for magazines called CloudLibrary Newsstand. This service provides instant access to 7,000 titles in more than 60 languages.

- b. Staffing—Ms. Pearson confirmed the hires of a few part time clerks and interviews are ongoing for more part time clerk positions. Mr. Fuenzalida's former position is now being reviewed.
- c. Sensory room bids came in and we accepted the bid. She is hoping the walls will be completed by the end of summer and then will furnish it with Friends funds.
- d. There was an unauthorized patron videotaping incident at the Library on Wednesday and the police were called. Ms. Pearson brought this situation to the attention of the mayor and the city's corporation counsel. This person has since been banned from the library. The video went up on YouTube this afternoon. The Library has received numerous hostile phone calls from the YouTube followers and the Library is being attacked on social media. Ms. Pearson also reported that the video photographer also went to city hall and tried the same thing.

Ms. Pearson explained that sometimes people have come to ask to film or take pictures of a program, or staff but only with permission. This person was citing he did not need permission. Ms. Pearson recommended that it state more clearly in the Customer Code of Conduct Policy as follows: *"No filming or photography allowed inside the building unless given permission by the library director. A patron cannot take photographs or videos of library users without their permission."*

*Ms. Gogliettino moved with a second by Ms. Damia that the policy be so amended. The motion was unanimously passed.

Mr. Moore stated his support for this recommendation by our Director and this Board's vote.

Mr. Summ recommended that this information be shared with other libraries. Ms. Pearson promised to do so.

- e. Hackerspace—Ms. Pearson reports that they are still looking for space.
- f. Café—K is removing his equipment. Ms. Pearson will wait until January when we have a new mayor to see what to do with the space.
- g. Future development—
 1. Again, the State has asked us to host the summer lunch location. We will build programming around it. We are waiting to hear back from state for approval.
 2. We plan to reopen pod and studio use in July.
 3. We plan to be back to full programming in the fall.
 4. The Library Board meeting will be back in the building in September.

VI. President's Report—Ms. Pearson reported that City Hall is open. In the earlier meeting with the City's Finance Director, David St. Hilaire, the Board members learned which monies are earning and which monies are not earning. Ms. Pearson would like to use the monies that are not earning for a new construction project for next July, Fiscal Year 2023.

Board members agreed they desire regular financial reports, similar to today's, with Mr. St. Hilaire and our representative from Raymond James.

President Moore would like a representative from Friends at the Board meetings. Ms. Damia recommended Ms. Cappiello. Ms. Pearson will mention it at the next Friends meeting.

President Moore supports the direction of the Director and the Board vote.

Mr. Summ was concerned about the life of the copiers. Recommended a plan for funds to be set aside for future replacement. Ms. Pearson does not anticipate any problems within the next 5 years as we have a maintenance agreement.

VII. Adjournment—

*Motion to adjourn at 4:48 p.m. was made by Ms. Damia and Ms. Gogliettino seconded it. This motion passed unanimously.

Submitted by,
Theresa Buzaid, Secretary

Ned Moore, Pres. June 16, 2021
Ned Moore, President Date

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

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