

**DANBURYLIBRARY BOARD OF DIRECTORS
MINUTES OF THE HYBRID MEETING
SEPTEMBER 9, 2021**

- I. President Ned Moore called the meeting to order at 4:01 p.m.

PRESENT: Ned Moore (President), Joan Damia, Gary Falkenthal, Randolph sum, Katharine Chung (Assistant Library Director)

ZOOM: Deborah Gogliettino, Karen Chambrovich (Friends)

ABSENT: Katie Pearson, Dimples Armstrong

- II. Minutes—

*A motion to approve the Minutes of July 8, 2021 was made by Mr. Summ. It was seconded by Ms. Damia and it passed unanimously.

- III. Finance Report—Ms. Chung reported funds for July and August are as follows: Copier receipts \$289.16 and \$977.03 from fines and fees. A FY 2022 P.O. for maintenance of copiers was opened for \$1,000 which is the same as last year's figure.

*A motion was made by Mr. Falkenthal to accept the Finance Report. Ms. Gogliettino seconded it. It passed unanimously.

- IV. Friends Report—Ms. Chambrovich shared the following Friends Report with the Board. A bag sale was held last weekend where customers could fill up a Friends bag with books for \$10. Estimated 120 bags were sold for a total of \$1,200 plus a few more collectible books that were sold for a total of \$1,300.00. Friends hope to do a similar event on Columbus Day weekend, in lieu of their annual sale, and hope to share a cookout with the restaurant next door. The Friends store is now open Thursdays, Fridays and Saturdays. We are training new volunteers. At this time, Friends are not accepting any book donations due to the large inventory on hand.

- V. Director's Report—

A. *Statistics Report*—Ms. Chung shared the following statistics for July and August:

- Community engagement with 104,607 patrons via social media and web presence.
- Highlighted in Ms. Chung's report were the compliments the Library received for our large print collection and various programs and grab and go kits.
- Circulation had 15,813 adult items and 11,361 junior and teen items. Fulfilled 2,137 holds for patrons. Library had a total of 32,374 patron visits.
- Remote and electronic services were used 4,744 times. Library's databases were used 94 times. A total of 3,151 e-books and audiobooks were circulated and a total of 14,275 items were downloaded electronically. The Library's app was used 3,234 times. The Library's summer program "Tails and Tales" logged

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408,184 minutes of reading. 2,227 activities were completed. Hosted 184 programs with a total attendance of 3,004 patrons.

- Teen Volunteers were helpful in assisting patrons and families register for programs. They also helped distribute meals during the free summer lunch program by the Danbury Public Schools
- The Library also sponsored an Intern from Southern Connecticut State University who assisted staff with outreach and programming this summer. We also hosted a teen worker from Danbury Youth Services who assisted IT staff in the technology center.
- Librarians and outreach staff scheduled in-person outreach events to Jericho, local schools and colleges and summer camps.
- Danbury Library is currently accepting entries for its first cookbook "Savor Danbury".

B. *Staffing*—Ms. Chung reported that the communications position was posted closed on August 16th. Now we are waiting for the Human Resource Department to schedule interviews. We hope to fill that position by the end of the year. Currently open are 3 part-time clerk positions and 2 part-time librarian positions.

C. *Future Development*—The sensory space should be completed this fall and furnished in the new year. We hope to open it in April which is Autism Month. We are opening in person programming now as well as our study pods, recording studios and we will be accepting outside bookings next month.

- *Room Use Policy*—Ms. Chung asked the Board to consider the updated Room Use Policy that is in their meeting packet. The changes are: Farioly Room and Lower Level Meeting Room are no longer available for walk-in use. Also, applicants cannot take pictures of programs and presenters without permission. Included as well are capacity limits for the study pods: the large study pods have a maximum capacity of 4 and the small pod, is 1 occupant. Ms. Chung asked the Board for its approval:

*A motion was made by Mr. Summ to accept the revised Room Use Policy as presented. Mr. Falkenthal seconded it. It passed unanimously.

President Moore thanked Ms. Chung for her report.

VI. *President's Report*—President Moore expressed appreciation on seeing the Board members. President Moore thanked everyone.

VII. *Adjournment*—

*Motion to adjourn at 4:47 p.m. was made by Ms. Damia and Mr. Summ seconded it. This motion passed unanimously.

Submitted by,
Theresa Buzaid, Secretary

Ned Moore, Pres.
Ned Moore, President

Sept. 15, 2021
Date

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

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