

Danbury Library Board of Directors Minutes of the e-Meeting

July 8, 2021

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2021 JUL 14 P 4:30

BY: JCF

- I. President Ned Moore called the meeting to order on Zoom at 4:16 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

- II. Minutes—

*A motion to approve the Minutes of June 10, 2021 was made by Mr. Summ. It was seconded by Ms. Damia and it passed unanimously.

- III. Finance Report— Ms. Pearson reported that the Board made about \$529 in copier money in June but it does not show on the report. This is probably due to the Finance Department not posting transmittal amounts in time for report.

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

- IV. Friends Report—There was no Friends representative present. Ms. Pearson reported the Friends Book Store is now open on Fridays and Saturdays.

- V. Director's Report—

- a. Statistics: Ms. Chung reported that we had reached 58,117 patrons via our social media and web presence.
- b. Ms. Chung also included patron testimonials, with pictures, complimenting programs and thanking staff who were particularly helpful in assisting patrons.
- c. There were 6,862 adult items and 5,711 junior and teen items circulated in June. The Library fulfilled 1,669 holds for patrons. A total of 20,623 patrons entered the Library in June when we opened with our new extended hours.
- d. The Library's WiFi was used 721 times and our computers and printers were used 1,733 times. The Library's databases were used 2,123 times. A total of 1,435 ebooks and audiobooks were circulated, and a total of 7,939 items were downloaded electronically. Our new app was downloaded 112 times in June. Year to date, the Library had an increase of 291% in Database usage, a 10% increase in Connecticut Sate database usage, a 45% increase in Overdrive usage, and a 32% increase in our downloadable service usage.
- e. In June, 1,310 patrons attended 78 virtual programs. The Library's programming and outreach staff have hosted outreach events with students and teachers at Rogers Park, Morris Street, Shelter Rock, St. Peter's and King Street schools.

- f. The Library is also visiting the Danbury Farmers Market again this year and signing resident sup for cards and programs. Visitors were also given a free book, courtesy of the Friends of the Danbury Library.
- g. No new grants over the summer while our grant coordinator is out on maternity leave.
- h. Staffing—Concerning staffing, Ms. Pearson had good news. The communication specialist position has finally received commission approval and it will be posted next week. Ms. Pearson hopes to hire someone by December. The Library has one part-time librarian and one part-time clerk opening but have filled 4 part-time clerk positions.
- i. Future updates—Ms. Pearson is now waiting for the sensory space construction contract to go through the city’s legal department. She hopes it will be finished by the end of this summer. We switched our online language service to Transparent. We also deleted the Freegal music service as we found out there is minimal usage.
Ms. Pearson asked for a motion to close early the day before Thanksgiving and to be closed the day after Thanksgiving.

***A motion was made by Mr. Summ to close early the day before Thanksgiving and to close the day after Thanksgiving. It was seconded by Ms. Damia and it passed unanimously.**

***Also, a motion was made by Mr. Summ to not meet in August. It was seconded by Ms. Gogliettino. It passed unanimously.**

Ms. Pearson will welcome the Board back in person in September.

- VI. President’s Report—President Moore asked Ms. Pearson about restricting videotaping. Ms. Pearson stated we are within our rights to restrict videotaping. She is still getting calls concerning video rights.
- VII. President Moore also acknowledged hearing public comments of the Library staff’s knowledge and professionalism.
President Moore thanked Ms. Pearson and Ms. Chung for their reports.

VII. Adjournment

***Motion to adjourn at 4:38 p.m. was made by Ms. Damia and Mr. Summ seconded it. This motion passed unanimously.**

Submitted by,
Theresa Buzaid, Secretary

Ned Moore, Pres. July 14, 2021
Ned Moore, President Date

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

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