

**NORWALK PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING / FEBRUARY 11, 2010**

ATTENDANCE: Stan Siegel, President; Mary Mann, Charles McMullen, Mary Pugh,
Jannie Williams, Grace Vetter. Artie Kassimis

STAFF: Frank Ferro, Library Director; Christine Bradley, Assistant Library Director

CALL TO ORDER

Mr. Siegel called the meeting to order at 7:00 p.m.

PUBLIC COMMENTS

There were no public comments.

ADDITIONS TO AGENDA / ACTION ITEMS

There were no additions to the agenda/action items.

APPROVAL OF MINUTES FROM JANUARY 11, 2010 MEETING

- ** MR. MCMULLEN MOTIONED TO APPROVE THE MINUTES FROM THE JANUARY 11, 2010 MEETING AS SUBMITTED.**
- ** MS. VETTER SECONDED.**
- ** THE MOTION PASSED WITH ALL IN FAVOR, NONE OPPOSED, AND ONE ABSTENTION (MS. VETTER).**

PRESIDENT'S REPORT

Mr. Siegel reported that the Mayor's Ball was a great event and the Board was represented with a Library table which included the Library Director, Frank Ferro; Assistant Director, Chris Bradley; Board president, Stan Siegel; Director of Reference Services, Judy Rivas; Director of Circulation Services, Sharon Daniels; and their spouses, and they were acknowledged by city officials and dignitaries. Other Library Board members (Mary Mann) and staff (Sherelle Harris) were also present at other tables. Mr. Siegel noted that as he was chatting with Mayor Moccia it reminded him that the Mayor had appointed Mr. Ferro to the position of Library Director as opposed to having the Board search for the position because there was no process or authority established for the Board to conduct a search for the position. The Mayor did, at the time of his appointment of the Library Director vest such authority to the Board at the time of the renewal of the Director's contract. In response to this, Mr. Siegel is suggesting that a Committee be created, similar to the Search Committee, to serve as a Director Review Committee with the objective to come up with guidelines for evaluating the Director.

Ms. Vetter asked if this was a new procedure with the purpose of an annual evaluation of the Director, and Mr. Siegel answered yes, keeping in mind that this is in response Mayor's comment as to why the Board did not have such a system in place. Ms. Vetter asked how NASA comes into play and Mr. Siegel responded that this has nothing to do with the union contract; it is only in response to the Mayor's request for a recommended review procedure. Ms. Vetter stated that it is difficult to meet with four people in addition to the monthly meeting and to work out schedules, and perhaps they could meet individually.

Mr. Siegel distributed a performance review form from the Association of Connecticut Boards (ACLB) Trustee Manual to the Board and after much discussion, it was decided that the board members would review the guidelines and come back next month with feedback, ideas and recommendations as how to establish objectives and proceed.

Mr. Siegel welcomed Mr. Kassimis to the Board and gave a brief summary of his credentials, and stated that he has a strong IT background, and ran for Board of Education under the Parents not Politicians platform.

Mr. Siegel stated that April 13 is the nation-wide Library Association Library Workers Day and he is planning to host a reception for the Library staff, the Friends of the Library and the members of the Library Board. Ms. Pugh stated that this week may be difficult to schedule because of the April 15 tax deadline and the number of residents who come to the Library for assistance. Mr. Siegel stated that it was a good point and he would look at the tentative date of Wednesday, April 14, to be held at the Norwalk Inn from 5:30 to 7:30 p.m. Mr. Siegel stated that he put together a cost estimate of \$3,500 to cover hors d'oeuvres, punch and tea refreshments. He added he felt it was important to recognize the staff and at the same time the Friends want to recognize the staff, he wants the Board to recognize the Friends. Ms. Vetter asked how much was spent last year, and Mr. Siegel replied that nothing was done last year, and two years ago, \$2,500 was spent. He added that the Friends contribute an amount at least tenfold that with book sale proceeds, donations, etc., and felt that the \$3,500 would be well worth the expense. He will have all the details at the March meeting.

**** MR. MCMULLEN MOTIONED TO APPROVE AN AMOUNT NOT TO EXCEED \$3,500 FOR A RECEPTION FOR LIBRARY WORKERS DAY FOR THE LIBRARY STAFF, THE FRIENDS OF THE LIBRARY AND THE MEMBERS OF THE LIBRARY BOARD.**

**** MR. KASSIMIS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TREASURER'S REPORT

Ms. Williams distributed a report of the account activity from Wachovia and stated that the investment account is up slightly, and the fund is in good shape. She added that they are trying to recover the stock sale without arbitration with Wachovia and hopes to have a resolution next week.

**** MR. MCMULLEN MOTIONED TO ACCEPT AND APPROVE THE TREASURER'S REPORT.**

**** MS. VETTER SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

LIBRARY DIRECTOR'S REPORT

Mr. Ferro provided his written report and highlighted that the monthly statistics relative to circulation borrowing for the year to date compared to last year. He added that the number of active borrowers has decreased slightly, and he expects there to be more usage now that school visits have increased. He added that there have been positive responses to school visits that many are now scheduled, which will build on enhancement of the goal of educating children and students to the benefits of the library.

Mr. Ferro added that relative to building maintenance, Mr. Schatler is doing a great job and has taken ownership of the building and comes in on his day off and is really an asset to the Library. He added that a storage unit will be delivered soon to accommodate items that needed to be moved and stored in a more secure location, as some items are hazardous.

Mr. Ferro stated that the operating budget has been submitted to the Finance Department with the initial meetings and stated that he has requested authorization to re-open Sunday hours, and additional building security. He added that his emphasis is security for the South Norwalk Branch, with an overall goal of maintaining services, but it is yet to be determined how much of an impact the City's budget constraints will have on the Library's budget requests.

Mr. Ferro stated that his report would be a joint report with the Assistant Library Director.

Ms. Bradley submitted an outline of the results of the NPL Staff Planning Retreat held on January 27, 2010. She said she was very impressed with the positive reaction and enthusiasm of the staff, and noted that they have been especially helpful and cooperative with administrative duties. She highlighted the notes from Part One, Community Vision and summarized the areas of what they liked about Norwalk, the vision for 2020 including areas on the economy, public safety, housing, transportation, health, education, government and civic engagement. She included feedback on recreation along with the potential threats to the "perfect" vision for Norwalk.

She added that she looks forward to Part 2 which will be held on February 24 at 9am, and she hopes to include an overview from the Community Indicators meeting being held tomorrow, February 12. She hoped Mr. Siegel would be able to attend Part 2 of the staff "visionary" retreat, as it was an opportunity to discuss involvement by stakeholders of the community to develop common values and direction. Mr. Siegel responded that he would be there and he was also looking forward to spending time discussing and developing future direction of the Library.

Ms. Bradley presented a proposed community planning process for the Snapshot Day. Ms. Pugh suggested that a release be available for any photographs that are taken, and Mr. Siegel stated that upon checking with Corporation Counsel previously, open space publicity does not necessarily require a release, but that one would be available.

Ms. Bradley added that she would have the flier finalized for distribution at the next meeting, along with more information on "Meet the Chefs". Ms. Pugh asked why cooking was promoted at the library, and Mr. Ferro responded that it is a great way to reinforce the reading element of recipes and it was a nice "community relations" activity. Mr. Ferro added that Wendy Dunlop, the webmaster would have some type of refreshments, or candy, along with a survey developed to find out more about Library users.

OLD BUSINESS

There was no old business reported.

NEW BUSINESS

Ms. Pugh asked why crafts are brought to the Library, and Mr. Ferro answered that it is a way of reinforcing a story and providing a learning experience for the patrons. Mr. Siegel added that it was a very good question, and crafts become an obvious method of reinforcing or providing a visual to compliment a story or experience.

Mr. Kassimis asked about the website usage and data base tracking on the statistics report, and Mr. Ferro replied that it is not captured whether usage is in or outside of the building, but he would ask Wendy Dunlop to see if that can be tracked. Mr. Kassimis also asked about MANGO and Ms. Bradley responded that it was a great language-learning program, that was very effective and well worth the price.

Mr. Kassimis asked if he could be notified when the Library would be closing and other Board members were in agreement with this as a good point. Mr. Siegel responded that once the decision is made to close due to inclement weather, he would send an e-mail notification to the Board Members so they would be informed about Library closings.

ADJOURNMENT

- ** MR. MCMULLEN MOTIONED TO ADJOURN.
- ** MS. PUGH SECONDED.
- ** MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

FOR BOARD APPROVAL

