

CITY OF NORWALK / NORWALK LIBRARY BOARD OF TRUSTEES
REGULAR MEETING / APRIL 8, 2010

ATTENDANCE: Stan Siegel, President; Mary Mann; Charles McMullen; Mohan Tracy;
Grace Vetter; Jannie Williams (7:05 p.m.); Mary Pugh (7:08 p.m.)

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

CALL TO ORDER

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

PUBLIC COMMENTS

There were no members of the public present this evening.

ADDITIONS TO AGENDA/ACTION ITEMS

There were no additions to the agenda.

APPROVAL OF PREVIOUS MINUTES

** MR. McMULLEN MOVED TO ACCEPT THE MINUTES OF MARCH 11, 2010

** MS. TRACY SECONDED

The following corrections were made to the minutes:

Page 3: Correct the item numbers under the Assistant Library Director's report.

** MOTION PASSED WITH ONE (1) ABSTENTION (MS. MANN)

PRESIDENT'S REPORT

Traffic Graphic

Mr. Siegel explained that in 2008 the Board decided to undertake a project of enabling the traffic boxes in the City to be painted with library themes. Since then, the Norwalk Arts Commission decided that it would be best to partner with the Library.

Ms. Williams joined the meeting at 7:05 p.m.

Mr. Siegel explained that the DPW will supply the traffic cones that will be used while people are painting. He said that Brandman's Paint donated paint and he believes that they will continue to donate paint. Mr. Siegel said that the challenge is going to be making it clear that it is a Norwalk Public Library, Board of Director's project and that they are enabling the Norwalk Arts Commission to partner with them.

Ms. Pugh joined the meeting at 7:08 p.m.

Mr. Siegel said that this project has been in the works for two years. He said that applications have not yet gone out, but there is a fair amount of interest in this project.

Recycle Container Advertising

Mr. Siegel said that there is a recycling container in front of the Library. He said that Mr. Ferro spoke with the company and there is an opportunity to secure the container for advertisement for the Library. It would cost \$278.00 to secure the contract and then approximately \$1,500 per year. Mr. Siegel noted that there are containers located throughout the City. Mr. Siegel recommended that the Board underwrite the cost for one year. Ms. Tracy asked if this was something the Friends would like to do. Mr. McMullen asked if this would prevent someone else from advertising there. Mr. Siegel said that it would prevent someone else from advertising in front of the Library.

Ms. Pugh said that as a person in advertising, she does not see the value in this because people will not look at it. Ms. Tracy said that she was all for it. Mr. Siegel said that it would show that the Library recycles. He suggested using the slogan "Read and Recycle".

** MS. TRACY MOVED TO APPROVE SPENDING \$278.00 TO SECURE THE CONTRACT AND \$139.00 FOR THE FIRST MONTH FOR A TOTAL OF \$500.00. IN ADDITION, THEY WILL DISCUSS THIS PROPOSAL WITH THE FRIENDS BEFORE THE NEXT BOARD MEETING

** MS. VETTER SECONDED

** MOTION PASSED UNANIMOUSLY

Library Worker's Appreciation Day

Mr. Siegel announced that a Library Worker's Appreciation Day celebration will be held on April 14th at the Norwalk Inn from 5:30 – 7:30 p.m.

Mr. Siegel said that Mr. Ferro approached him with an idea to fund the cost of sending staff, at the discretion of the Director, to certain educational events.

Mr. Siegel suggested approving \$2,500 to enable educational and enrichment benefits. Ms. Vetter asked Mr. Ferro to research the minutes to see if there was a policy in place regarding funding for workshops. Mr. Ferro said that he would not send anyone if they do not have staff coverage.

Ms. Ferro said that Ms. Bradley attended the book expo. He said that it is a great opportunity. Mr. Siegel said that Ms. Williams will provide monthly reports as to the status of the account.

** MS. TRACY MOVED TO APPROVE \$2,500 TO FUND A STAFF ENRICHMENT FUND

** MS. MANN SECONDED

** MOTION PASSED UNANIMOUSLY

TREASURER'S REPORT

There was no report this evening.

LIBRARY DIRECTOR'S REVIEW COMMITTEE

Ms. Mann agreed to serve on this Committee.

LIBRARY DIRECTOR'S AND ASSISTANT DIRECTOR'S REPORT

ALS Conference Attendance

Mr. Ferro said that he did not receive the proposal from the two staff that were approached about attending. This item was tabled to the next meeting.

Policy Revisions

The revised policies were discussed. Mr. Siegel said that a lot of people who use the Library do not have Library cards. Mr. Ferro said that prior to each meeting he would like to offer information about Library membership.

Ms. Pugh suggested charging a separate fee for equipment. Ms. Tracy said that some non-profits may not be able to afford those fees. Ms. Pugh asked about the policies at other libraries. Mr. Siegel said that the East Norwalk Library does not charge.

** MS. VETTER MOVED TO ACCEPT THE REVISED MEETING ROOM POLICY
** MR. MCMULLEN SECONDED
** MOTION PASSED UNANIMOUSLY

** MS. MANN MOVED TO ACCEPT THE REVISED COMPUTER USE POLICY
** MS. VETTER SECONDED
** MOTION PASSED UNANIMOUSLY

The Board discussed the Library Elf and suggested that going forward all new members will be enrolled. Ms. Pugh agreed with the addition that each new member will be notified that they are enrolled in Library Elf. Mr. Ferro suggested providing an option, because not everyone has a computer. Ms. Vetter said that she was not sure they could put people into this program and suggested contacting the Corporation Counsel.

** MS. TRACY MOVED TO APPROVE THE CHANGES IN SELECTED CIRCULATION PRACTICE AND POLICY
** MS. WILLIAMS SECONDED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. VETTER)

Friends of the Norwalk Public Library Board Meeting (4/5/2010)

Mr. Ferro reported that at the April 5th meeting, the Friends discussed their upcoming book fair on April 24th. They approved \$600.00 for Jim Clark's jazz group. He described the events that will take place that day.

Staff Planning Process Program Details

Ms. Bradley distributed the plan showing what Norwalk needs to be successful. She asked everyone to think about a community vision picturing Norwalk in 2020. Mr. Siegel said that he would prefer to take the document and think about it. Ms. Tracy suggested adding this to next month's agenda. Ms. Bradley said that she would like to present the plan in June or July. Mr. Siegel said that he would schedule the next meeting to begin at 6:00 p.m. to allow time to discuss this item.

PRESIDENT'S REPORT (continued)

Mr. Siegel said that the East Norwalk Library is collecting books and magazines to send to Connecticut National Guard who have been deployed to Afghanistan. He said that it is inexpensive to send and asked if the Library would be interested in underwriting 10 boxes of books. He said that the packages have to be sent to a specific soldier in a specific location.

- ** MR. SIEGEL MOVED TO ENABLE TEN (10) MAILING BOXES AT \$11.25 PER BOX FOR MAGAZINES AND BOOKS TO BE SENT TO THE CONNECTICUT NATIONAL GUARD STATIONED IN AFGHANISTAN
- ** MS. TRACY SECONDED
- ** MOTION PASSED UNANIMOUSLY

OLD BUSINESS

Briggs High School Library

Mr. Siegel said that Mr. Kassimis met with the Board of Education and they like the idea. He is arranging a meeting with the principal and Board of Education.

NEW BUSINESS

Ms. Williams announced that in December, she was re-appointed by the Second Taxing District. She said that Ms. Sherelle Harris was recognized by the United Way in Bridgeport. Mr. Siegel said that he will make a special presentation to Ms. Harris at the next meeting.

Mr. Ferro said that the operating budget has not been approved yet. He said that he is getting prices for new furniture.

ADJOURNMENT

- ** MR. MCMULLEN MOVED TO ADJOURN

- ** MS. VETTER SECONDED
- ** MOTION PASSED UNANIMOUSLY

There was no further business and the meeting was unanimously adjourned at 8:35 p.m.

Respectfully submitted for Board approval.

