

CITY OF NORWALK / NORWALK PUBLIC LIBRARY BOARD OF TRUSTEES / JULY 16, 2009

ATTENDANCE: Stan Siegel, President; Mary Mann; Charles McMullen; Grace Vetter; Jannie Williams; Mary Pugh (7:25).

STAFF: Frank Ferro, Library Director.

CALL TO ORDER

The meeting was called to order at 7:05 p.m. by the President.

PUBLIC COMMENTS

There were no public comments.

ADDITIONS TO AGENDA/ACTION ITEMS

There were no additions to the agenda or action items.

APPROVAL OF MINUTES OF 6/11/09

The following corrections were made: On page 1, under "Attendance", Mary Mann's name was deleted. On page 3, under "Old Business", "Public Schools" was deleted from the heading. In the 1st paragraph, last sentence, the spelling of "Library" was corrected.

- ** **MR. MCMULLEN MOVED TO APPROVE THE MINUTES AS CORRECTED.**
- ** **MS. WILLIAMS SECONDED.**
- ** **MOTION PASSED WITH ONE ABSTENTION (MS. MANN).**

PRESIDENT'S REPORT

The President said that the State Legislature had initially put back a lot of the money that had been taken out the State Budget for libraries, but Governor Rell has now taken out quite a bit of it. There are some legislators trying very hard to put this money back in. On July 27nd, the Governor is asking department heads to give her a list of surplus items that can be sold. If this budget passes, library users will be hard hit. Some of the libraries in the state have lost staff. Various organizations are watching the budget carefully and trying very hard to muster public support to restore some, if not all, of the library-related funds. If the Connecticut system is cut, that will be a loss to this library.

The Chairman said he attended a meeting this morning of the ACLB, where he put forth a proposal to consider a certification program for library trustees. ACLB is trying to put together a program so that new and old trustees can learn the library purpose. The ACLB conference will be held on October 16th in Westbrook and the topic will be "Tapping the Money Tree". There will be six workshops, a kick-off speaker and a wind-up speaker.

TREASURER'S REPORT

The President said that the investment fund is even.

LIBRARY DIRECTOR'S REPORT

Mr. Ferro reviewed the end of the year fiscal budget, followed by the memo he sent out regarding volunteers and summer workers.

At 7:25 p.m., Ms. Pugh arrived at the meeting.

Mr. Ferro reviewed the May and June statistics sheets. He expects there to be more borrowing in July. They are off 6% in circulation from the last fiscal year to the one prior to that.

Mr. Ferro said that, in the Tech Services department, they did a lot of weeding out of tapes and placed 200 books on tape with the Senior Center and ElderHouse.

Mr. Ferro reviewed the memo he received from Public Works about the meeting of the Traffic Authority to consider a new configuration of the traffic islands at the West/Wall/Belden intersection.

Mr. Ferro said they are now making photo library cards but could really use another device in the Children's Department. The price for the card photo machine is \$5,000. The President asked if this would create an additional burden on the Children's Department staff. Mr. Ferro said it would, but it would take away some of the stress on the downstairs staff. Mrs. Vetter noted that staff could be asked to come upstairs if necessary.

Mr. Ferro said everyone in NMEA is taking two furlough days. They are considering closing on the Wednesday before Thanksgiving and on Christmas Eve day. NASA people would have to work. The President said that the Board has to decide if this is good for the public. Department heads and custodians would have to work. Mrs. Vetter pointed out that if they approve this, individual NMEA members could not then take different days off. Mr. Ferro said that he still has to talk to NMEA members about this.

**** MR. MCMULLEN MOVED TO ENABLE THE LIBRARY TO CLOSE ON THE WEDNESDAY BEFORE THANKSGIVING AND ON CHRISTMAS EVE DAY, SUBJECT TO MR. FERRO'S USE OF THAT OPTION.**

**** MS. MANN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Mr. Ferro said that the almost dead tree in the front will be taken down on Monday by Public Works. The Garden Club wants to do some planting; he attended a CLA program which made him think about offering the librarians a chance to consider some type of gardening projects in appropriate spots on the grounds. The President recommended this topic be discussed at the next meeting where Mrs. Tracey would be present and a committee could be formed.

Mr. Ferro said he met with the Executive Director of "Read to Grow" in New Haven. He would like to see this program in Norwalk Hospital, where they are given a packet with a book and information. He would like to expand the story time program in both libraries. The President said that the library should be a conduit for this program rather than Mr. Ferro working on it on a personal basis.

Mr. Ferro said he is working on developing school visits from third and seventh graders to the library.

Mr. Ferro said that the summer reading programs are very successful. The two children's departments have asked permission to use Ramer funds in the amount of \$3,200 to improve the summer reading collections.

Mr. Ferro said the costs for copies from their office copier systems comes to approximately \$10,000 per year, and this has been funded through endowment funds. Ms. Mann asked why this was not being paid for by the City. Mr. Ferro said this is a historical issue going back to the prior director. He would like to see if the City wants to go out to bid on this item.

Extensive discussion took place. The President suggested that they fund the copier costs on a month to month basis and charge Mr. Ferro with the task of going to the City or looking at other copier companies. He also asked if this would be an opportunity for the Friends to participate in this library need. Mr. Ferro said that the Friends don't like to purchase things they feel should be provided by the City, and it is a large amount of money. The President said that the Friends' philosophy is that they raise money for the library. Ms. Mann suggested they investigate how this is handled by the City. Mr. Ferro noted that there is no cost for the copies used by the public.

**** MR. SIEGEL MOVED TO PAY THE OFFICE COPIER EXPENSES ON A MONTH TO MONTH BASIS WITH THE PROVISO THAT MR. FERRO LOOK TO THE CITY OR GO TO BID FOR COPIER SERVICES.**

Ms. Pugh suggested the look into going paperless as much as possible.

**** MS. MANN SECONDED.**

**** MOTION PASSED WITH TWO VOTES OPPOSED (MRS. VETTER, MR. MCMULLEN).**

The President said they would revisit this issue next month.

**** MR. SIEGEL MOVED TO APPROVE \$3,200 FROM THE RAMER FUND TO PURCHASE THE BOOKS FOR THE SUMMER READING PROGRAM.**

**** MS. MANN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

ASSISTANT LIBRARY DIRECTOR "SEARCH" UPDATE

Mr. Ferro said Personnel have applications but they have not been forwarded to us as yet. He received 120 applications for the position of part-time library assistant which he reviewed and is forwarding approximately 45 to Sherelle Harris to fill two positions.

BRANCH MANAGER "DEFUNDED POSITION" UPDATE

Mr. Ferro said this position has been defunded. The President said that Reggie is still working at the moment and is being paid from the money for the unfilled Assistant Library Director position. This will be resolved by the Personnel Director, the union, Reggie and Mr. Ferro. As soon as an Assistant Director is hired, there will no longer be any funds available for the Branch Manager position.

NEW BUSINESS

- ** MR. SIEGEL MOVED THAT THERE BE NO MEETING IN AUGUST UNLESS ONE IS NECESSARY.**
- ** MS. PUGH SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Grace Vetter / Secretary.

DRAFT