

**CITY OF NORWALK / NORWALK PUBLIC LIBRARY BOARD OF TRUSTEES
SEPTEMBER 10, 2009**

ATTENDANCE: Stan Siegel, President; Mary Mann; Charles McMullen;
Mary Pugh; Mohan Tracy; Lori Toranno (7:20); Jannie Williams.

STAFF: Frank Ferro, 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 or action items.

APPROVAL OF MINUTES FROM JULY 16, 2009 MEETING

Ms. Tracy requested that the spelling of her name be corrected from Tracey to Tracy.

**** MR. MCMULLEN MOTIONED TO APPROVE THE MINUTES FROM THE APRIL 16, 2009 MEETING AS AMENDED.**

**** MS. WILLIAMS SECONDED.**

**** THE MOTION PASSED WITH ONE ABSTENTION (M. TRACY).**

PRESIDENT'S REPORT

Mr. Siegel reported that there had been a recent newspaper article on the Saturday closing due to staff reductions, which resulted in a phone call from the mayor who informed Mr. Siegel that he was not aware of the closing press release. Mr. Siegel added that this resulted in a very productive meeting with the Mayor and members of the City's Personnel Department to discuss staffing issues and budget reallocations. He announced that most likely there is the possibility reopening of Saturdays could be as early as September 26, based on the reinstatement of two part-time positions to the staff which have been posted.

Mr. Siegel reported that Peter Nolin has been hired with regard to the Wachovia matter, and is sending information to assist him with researching bank records and files.

Mr. Siegel announced the resignation of Ms. Regina Krummel, and stated that he has asked Mayor Moccia to look for someone with a legal or accounting background in naming a replacement.

TREASURER'S REPORT

At 7:20 p.m., Ms. Toranno arrived at the meeting.

Ms. Torrano provided a Treasurer's Report and summarized that the investment account had increased approximately \$2,000 in value over the previous period.

LIBRARY DIRECTOR'S REPORT

Mr. Ferro provided his written report and highlighted that included the number of active borrowers are dropping and circulation statistics are down versus last month which may be attributed to the decreases in staffing. He expressed his concerns and is hoping that with the return of Saturday hours, circulation statistics will go back up. He added that he expects there to be more borrowing now that school is back in session.

Mr. Ferro proposed a suggestion to contract with Wendy Dunlop, one of the assistant librarians, to do redesign to the website, since with the decreased staffing she is unable to devote any productive time to the website. Mr. Siegel suggested that the Board have a presentation on the website redesign proposal and Ms. Mann responded that Mr. Ferro should look into union restrictions of contracting with an employee for work that could be included in the job description. Mr. Ferro responded that was a very valid point that should be investigated and Mr. Siegel added that he will look into a possible website redesign service "pro-bono". It was agreed to table any further discussion on the website until next month's meeting.

At 7:30 p.m. Ms. Pugh left the meeting to attend a previous commitment.

Mr. Ferro stated that the City's Personnel Department has been very supporting with the posting of the four part-time clerk positions and discussing replacement staffing issues and budget reallocations. Mr. Ferro said that as discussed at last month's meeting NMEA contract allows for two furlough days and 14 out of 15 employees voted to have the Wednesday before Thanksgiving and Christmas Eve day as the furlough days to fill the requirement.

Mr. Ferro said that the summer reading programs are very successful. The two children's departments had greatly improved the summer reading collections which attributed to the increase in teen library sections.

Mr. Ferro reported that they have Sonitrol panic buttons to be installed, and he is currently determining how to best use them since they are wireless, and that pushing the button brings the police. Ms. Torrano suggested pre-programming the telephones to allow a circulation clerk to speed dial 911 in an emergency, and Mr. Ferro responded that that was a good idea.

Mr. Ferro said the costs for workshops this year was removed from the budget, and asked if the Board would consider a small fund contribution to provide for workshop attendance.

**** MR. MCMULLEN MOVED TO PROVIDE \$200 FOR WORKSHOPS.**

**** MS. TORANNO SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

ASSISTANT LIBRARY DIRECTOR "SEARCH" UPDATE

Mr. Ferro said Personnel has pre-qualified 28 applications from the 120 applications received for the position, that represent fourteen in state and fourteen from outside of Connecticut. Mr. Siegel suggested copies be provided to the Search Committee which he will appoint for an independent review and then re-convene to discuss the applicants in detail to set up interviews.

NEW BUSINESS

There was no additional business discussed.

ADJOURNMENT

**** MR. MCMULLEN MOTIONED TO ADJOURN.**

**** MS. MANN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:10 p.m.

