

**NORWALK PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING / OCTOBER 8, 2009**

ATTENDANCE: Stan Siegel, President; Mary Mann; Charles McMullen; Mary Pugh; Mohan Tracy;

STAFF: Frank Ferro, Library Director

OTHER: Ralph Bloom; Friends of the Norwalk Library;
Michael Shetler, Building Services Manager, Norwalk Public Library

CALL TO ORDER

Mr. Siegel called the meeting to order at 7:10 p.m. and stated that the above members were in attendance, and Ms. Toranno, Ms. Vetter, and Ms. Williams were absent due to schedule conflicts.

PUBLIC COMMENTS

There were no public comments.

ADDITIONS TO AGENDA / ACTION ITEMS

Mr. Siegel requested the following items to be added to the agenda for discussion at this time:

1. Art Wall Installation – 2. New Building Services Manager

1. Art Wall Installation: Mr. Ralph Bloom representing Friends of the Norwalk Library presented the concept for an Art Wall around three sides of the computer room at one foot from the entry door to the end of the wall near the exit. The installation would cost \$1,700 to be underwritten by the Friends. Installation involves half-inch plywood covered with light weight wall carpet. To allow for art show hangings using conventional hangers and having carpet absorb the nails without any damage to the sheetrock walls. The object is to provide an area for display of wall art to put a quiet public use in an unused portion of the library and allow for public participation similar to the community room at City Hall. Mr. Siegel asked if Velcro could be used to affix prints to the wall, and Mr. Bloom answered that the carpet material could be used with nails, pins or Velcro-type closures without damaging the wall services. Mr. Ferro asked if the material would be able to be cleaned if marked with ink or market, and Mr. Bloom responded that the carpet material can be easily cleaned with a basic surface cleaner. Ms. Tracy asked what type of artwork would be represented, and Mr. Siegel answered that it would be displayed at the discretion of the Librarian, consistent with current practice.

Mr. Bloom showed examples of artwork currently on display at the New Canaan Library from a Norwalk Muralist and indicated that this is the type of display, along with old maps or antique type of art that could be done in Norwalk.

Ms. Pugh asked about what liability issues would need to be addressed for stolen art, and Mr. Ferro answered that it was a good question, and a disclaimer statement or liability waiver should be looked into. Ms. Tracy suggested a press release be issued to announce this new wall as a traveling exhibit of local artists that will be on display at the Norwalk Public Library. Mr. Siegel indicated that the Public Information Office would handle the publicity.

**** MS. PUGH MOTIONED TO APPROVE THE INSTALLATION OF THE ART WALL.
** MS. MANN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

2. New Building Services Manager: Mr. Ferro introduced Mr. Michael Shetler, the new Building Services Manager for the Norwalk Public Library. Mr. Shetler have a summary of his background of twenty years in building management and highlighted his objectives to make some necessary improvements to the building including lighting and environmentally driven green initiatives.

APPROVAL OF MINUTES FROM SEPTEMBER 10, 2009 MEETING

Mr. Ferro requested that the spelling of Wendy Dunlap be corrected Dunlop.

**** MS. TRACY MOTIONED TO APPROVE THE MINUTES FROM THE SEPTEMBER 10, 2009 MEETING AS AMENDED.**

**** MS. MANN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

PRESIDENT'S REPORT

Mr. Siegel presented Mr. Ferro with a check in the amount of \$3,000 from the National Endowment for the Arts, representing final payment for the NEA "Big Read" grant of \$15,000. He read the letter from Christine Taylor, Program Director which congratulated the Library for its outstanding level of participation in the program.

Mr. Siegel reported that the lawyer has been in communications with Wachovia regarding the banking matter, and is requesting a decision or action of settlement or a notice of arbitration will be initiated.

Mr. Siegel announced there has been no word or e-mail from the Mayor in response to the resignation of Ms. Regina Krummel, and stated that he has asked Mayor Moccia to consider looking for someone with a legal or accounting background in naming a replacement. Mr. Siegel is hopeful that Mayor Moccia will ask for input from the Board regarding naming the replacement in a timely manner.

TREASURER'S REPORT

As Ms. Williams was not present and Mr. Siegel stated that she and Ms. Torrano would be working together on a recommendation for the investment account.

LIBRARY DIRECTOR'S REPORT

Mr. Ferro provided his written report and highlighted that the number of active borrowers had fallen off from the summer months and now he expects there to be more borrowing now that school is back in session. He added that there have been responses to school visits with Roton Middle School visiting the South Norwalk Branch and more school visits are scheduled, which will build on the goal of educating children and students on the benefits of the library.

Ms. Pugh commented that she likes the format of the report, as it provides a great deal of information and statistics, and referred to the last page noting activities held at the Library along with special interest programs.

Mr. Ferro said \$80 of the \$200 approved last month for workshops has been used for fill requests for Technology Services Department to attend CLA class and for Category Research Design & Access Programs. He added that the book sale is up-coming and he will need to hire teens to move books on October 17.

- ** MR. MCMULLEN MOTIONED TO APPROVE THE EXPENDITURE OF \$500 TO HIRE TEENS TO MOVE BOOKS IN PREPARATION FOR THE BOOK SALE.**
- ** MS. TRACY SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Mr. Ferro announced a donation of \$500 was received from the “Moms Club” for the use of the Children’s and Community Areas, which he has designated to use for upgrading VHS tapes to DVDs with shelf space and coat rack cabinetry. He added that \$400 was received from SCORE for the use of tutoring space, which was matched by the Friends of the Library. The \$800 is planned to be used for a new sound system with reproduction equipment, including microphones for the auditorium with wireless microphones.

OLD BUSINESS

There was no further old business reported.

SEARCH COMMITTEE UPDATE

Mr. Siegel reported, as an ex-officio member of the Search Committee. that he has observed the several meetings of the group. He added that the Committee has narrowed down the candidates from nearly thirty applications down to six, with one finalist recently being removed from the list as she has accepted another position. He stated the final five applicants will now be interviewed in the next few weeks, and Les Kozerowitz has agreed to serve as a professional consultant for the interview process. Mr. Siegel indicated hope that the Committee will have a recommendation for the position of Assistant Library Director by the November meeting for full Board consideration and forwarding to the Personnel Department

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.

Respectfully submitted,

For final Board Approval.