

**NORWALK PUBLIC LIBRARY BOARD OF TRUSTEES / REGULAR MEETING
NOVEMBER 12, 2009**

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

STAFF: Frank Ferro, Library Director

CALL TO ORDER

Mr. Siegel called the meeting to order at 7:05 p.m. and stated that the above members were in attendance, and Ms. Torrano and Ms. Williams were absent due to schedule conflicts.

PUBLIC COMMENTS

Mr. John McCloud spoke to comment on an issue over not being notified that a book was available. He stated that he had put his name on a wait-list for a book "Liberty Tierney by Mark Levin back in June, but he never got a call from the Library as requested. He stated that he was disappointed that in a City of 80,000 people, that only one copy of a particular book was available. Mr. Siegel requested that Mr. Ferro, the Library Director look into the matter and call Mr. McCloud with an explanation of what happened. Mr. Ferro asked Mr. McCloud for his phone number so he could contact him, and it was given as 853-9093.

ADDITIONS TO AGENDA / ACTION ITEMS

Ms. Pugh requested an addition to the agenda to discuss the Children's Department proposal for shelf displays, and Mr. Siegel indicated that this would be covered under new business.

There were no further additions to the agenda/action items.

APPROVAL OF MINUTES FROM OCTOBER 8, 2009 MEETING

Mr. Ferro requested that the spelling of Lori Torrano be corrected to Torrano throughout the minutes and Ms. Tracy requested that on page 2, the first sentence in the last paragraph the likes should read "she likes".

- ** MR. MCMULLEN MOTIONED TO APPROVE THE MINUTES FROM THE SEPTEMBER 10, 2009 MEETING AS AMENDED.
- ** MS. TRACY SECONDED.
- ** THE MOTION PASSED UNANIMOUSLY.

PRESIDENT'S REPORT

Mr. Siegel reported the news of the passing of Norwalk resident Otha Brown, who was a well known former public official, Commissioner of the Second Taxing District and an advocate for the Norwalk Library. He reminded the Board members that the South Norwalk Library had been dedicated in Brown's honor, and he added that the wake was well attended by Judy Rival and Laurie James of the Library, and many dignitaries were there, including Senator Duff.

Mr. Siegel noted that the Friends of the Library had a very successful book sale that made approximately \$8,000 and it is great to have fundraisers like this to help support the Library.

Mr. Siegel stated since the city is finished with the election process he expects a response from the Mayor in regards to the resignation of Ms. Krummel. He added that he remains hopeful that Mayor Moccia will ask for input from the Board regarding naming the replacement in a timely manner.

TREASURER'S REPORT

Mr. Siegel stated that on behalf Ms. Williams and Ms. Torrano, he would give a brief Treasurer's report, and noted that the investment account is down slightly, but is still in good shape. He added that the attorney had been advised by Wachovia on settling the banking matter and hopes to have a counter offer for negotiation. Also, he stated that Ms. Williams should have a report by next month's meeting.

SEARCH COMMITTEE UPDATE

Mr. Siegel presented the summary report from the Search Committee, and stated that he has observed the several meetings of the group. He stated that the committee held the final five interviews on Thursday, October 22, and each Committee member scored each candidate based upon a list of qualities and qualifications. The candidate that the Committee unanimously recommends to have Personnel hire for the position of Assistant Library Director is Christine Bradley.

- ** MR. MCMULLEN MOTIONED TO APPROVE THE RECOMMENDATION TO HIRE CHRISTINE BRADLEY AS THE ASSISTANT LIBRARY DIRECTOR.**
- ** MS. PUGH SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Mr. Ferro stated that he was pleased with the choice and he is looking forward to working with her.

Siegel asked for an addendum to the Search Committee Report to request Personnel, as a matter of courtesy, to notify staff members that had expressed an interest, or had applied for the position before the news of the hiring is announced. He added that the decision was based on qualifications and that there was a formal process of applications, interviews and hiring of the Assistant Library Director based upon specific experience and qualification requirements.

Ms. Vetter asked if the City sends out letters to those applicants who were considered, but not selected as a courtesy to advise them the outcome of their interview results. Mr. Siegel said he would look into what the Personnel Department does, and he will prepare a letter to the applicants on behalf of the Board. He added that he felt it was important to state the process began with 28 applicants, was narrowed down to five interviews, and to thank them for their interest, etc.

LIBRARY DIRECTOR'S REPORT

Mr. Ferro announced that the wall that was approved last month has been installed and it is a very nice addition to the Library décor. He added that Suzanne did research on creating contract for the artists whose art was on display and will put something together to cover the Library for liability purposes. He encouraged the Board Members to visit the Library to view some of the art that is on display.

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 increased slightly, and he expects there to be more usage now that school is nearing the marking period when projects tend to be assigned. 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 presented and reviewed the operating budget and stated that he will request overtime authorization to staff Sunday hours, and he wants to add a camera system to support additional building maintenance and security. He added that recently racks were moved to better control the security of DVDs, which has worked out well. He invited all to come in to look at the new placement of the racks and how nice they look in their new location.

Mr. Ferro said \$130 has been returned from the \$500 approved last month for hiring students to move books for the book sale, and it was always nice to get change back from expenses.

OLD BUSINESS

There was no further old business reported.

NEW BUSINESS

Mr. Siegel stated that relative to the Children's Dept. proposal for shelving and displays at the reference desk, he believed this had been previously authorized by the Friends of the Library either to pay all or half. He said he would search the minute records to see if this was just something that they either forgot to finish, or funds were exhausted, or it was not finished or left uncompleted in error. He would look into this and discuss completion of the project at the next meeting.

Mr. Siegel presented a draft of the Norwalk Public Library Technology Plan, and stated that since it was rather detailed, he suggested that the Board members to review this prior to next month's meeting. He added that he will have it presented in full detail at next month's meeting by a member of the Technology Committee.

Ms. Tracey mentioned a letter in the newspapers regarding the parking problem in the area of the Norwalk Libraries. Mr. Ferro stated that it was very timely as the City has proposed a parking study, and this makes the public more aware of the problem. Mr. Siegel mentioned the Board could draft a letter to the editor to state the

parking problem, but it is a very difficult issue to address, as the question becomes who controls the parking. He added that there is no easy solution, but to add more parking, and that is a big undertaking in the area.

ADJOURNMENT

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

The meeting was adjourned at 8:15 p.m.

Respectfully submitted for Board approval.

