

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS  
SOUTH NORWALK BRANCH LIBRARY  
JANUARY 12, 2017**

ATTENDANCE: Alex Knopp, Chairman; Tom Cullen, Ralph Bloom,  
Patsy Brescia, Mary Mann, Jannie Williams, Moina Noor

STAFF: Christine Bradley, Director; Sherelle Harris

**1. CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:10PM. A quorum was present.

**2. ADDITIONS TO AGENDA**

There were no additions to the agenda.

**3. PUBLIC COMMENT**

No one from the public attended.

**4. APPROVAL OF MINUTES OF THE DECEMBER 8, 2016  
MEETING**

Mr. Knopp referred to the revised draft of the minutes in the agenda packet.

**\*\* MR. CULLEN MOVED TO APPROVE THE MINUTES AS  
AMENDED WITH THE EDITS AS SUBMITTED.  
\*\* MS. MANN SECONDED THE MOTION  
\*\* MOTION PASSED WITH 6 VOTES IN FAVOR, NONE OPPOSED  
AND ONE ABSTENTION (NOOR)**

**5. PRESIDENTS REPORT**

- a. Boards expression of condolence to Stan Siegel

Mr. Knopp said that Mr. Siegel's wife has passed away unexpectedly and he asked the Board for a moment of silence in her memory and as an expression of condolence for Stan and his family.

- b. Introduction of new Board member Moina Noor and acknowledgment of new term for Taber Hamilton.

Mr. Knopp welcomed Ms. Noor to the board. Ms. Noor said that she has had a long attachment to the library, and that the library is the hub of the city, and she is glad to be serving.

Mr. Knopp notified the Board that the Mr. Hamilton was reappointed by Mayor Rilling for another term and congratulated him.

- c. Motion to thank Susan Wallerstein

Mr. Knopp reported that Ms. Wallerstein has chosen not to be reappointed to the Board but has chosen to stay active to try and work out the relationship with the literacy volunteers.

**\*\* MS. BRESCIA MOVED TO THANK MS. WALLERSTEIN FOR HER CONTRIBUTION TO THE BOARD.**

**\*\* MS. MANN SECONDED THE MOTION**

**\*\* MOTION PASSED UNANIMOUSLY**

- d. Motion to amend the capital budget for fiscal year 18

Mr. Knopp said that at the last meeting it was approved to submit the capital budget for fiscal year 2018 and because of the unusual situation with property acquisitions and negotiations, he did not want to put a figure in too early. He said he had spoken with the Mayor and with Mr. Barron and asked for permission to submit an amended capital budget late and they had agreed. Mr. Knopp recommended to add an additional \$35,000 to the capital budget request for long range renovations, and to also plan for several contingencies that we are

unsure of at this time, and any funds that remain unused can be carried forward to an RFP for design.

**\*\* MS. BRESCIA MOVED TO APPROVE TO AMEND THE CAPITAL BUDGET FOR FISCAL YEAR 2018 FOR \$35,000 FOR PLANNING PURPOSES.**

**\*\* MS. MANN SECONDED THE MOTION**

**\*\* MOTION PASSED UNANIMOUSLY**

e. Motion regarding short term parking

Mr. Knopp said that he and Ms. Bradley had met with representatives of the Eagles Club, and they have agreed to lease us 30 parking spaces at a very good rate of \$30 per month per space along the portion of their parking lot closest to the library. He said this has to now go through the city's land use procedure, and the Law Department will draft a lease. He said that Ms. Bradley has located funds to pay for the spaces for at least the rest of this fiscal year, and part of next year because the Parking Authority has granted the library employees to park free of charge at the Yankee Doodle Garage, and therefore the funds that had been in the budget to pay for employee parking can now be reallocated to pay for customer parking via leases with the Eagles. He said there will be no increase in the parking budget for the library for the remainder of this fiscal year. He said that the Eagles will be gating the lot for better supervision that will require the use of a card key to gain access to the lot. There was discussion ensued regarding the challenges of distributing card keys. Mr. Knopp said that he also contacted Ms. Hebert for her suggestions.

**\*\* MR. CULLEN MOVED TO MOVE FORWARD WITH THE LEASE FOR SHORT TERM PARKING.**

**\*\* MR. BLOOM SECONDED THE MOTION**

**\*\* MOTION PASSED UNANIMOUSLY**

f. Discussion of LITVOL future support arrangements

Mr. Knopp said that the future support of the LITVOL program will need to be addressed on an ongoing and semi permanent basis. He provided a background of the program, and said the primary focus is adult literacy. He said Ms. Wallerstein had arranged several meetings, and that she is working with Ms. Harris and Ms. Bradley to have the tutors that have been involved to establish an alternative more permanent arrangement. He said Ms. Wallerstein has agreed to keep working with the literacy volunteers, and a review process will need to be established with the Board. Ms. Noor asked if there is anyone coordinating it now? Ms. Harris said there are two part-time staff members that they were able to hire, and that one handles the student intake, and the other handles the volunteers. Mr. Knopp said that if anyone on the Board is interested in working with the program to let him know.

g. Update on facilities and cap projects.

Ms. Bradley gave an update on the leak that occurred at the library today, and said the contractor that was working on the HVAC system had caused the leak. She said the clean-up company is there now, and they said it would take at least two days to finish the clean-up. Ms. Noor asked where the leak occurred. Ms. Bradley said it was a pipe that burst when they were repairing the HVAC system on the roof. Ms. Brescia asked if there is insurance to cover the costs. Ms. Bradley said that the contractors insurance will cover the costs. Ms. Brescia asked if it was a city bid. Ms. Bradley said “yes”. Ms. Noor asked if the library will be reopening tomorrow? Ms. Bradley said “yes”. Mr. Knopp asked if The Hour was contacted regarding the re-opening. Ms. Bradley said that she had put out an e-mail blast and that she will contact The Hour after the meeting.

## **6. TREASURER’S REPORT**

a. Discussion with Lori Torano on investment policy

Ms. Williams reported that Ms. Torano could not attend tonight's meeting, and that she will reschedule her for the February meeting based on her availability.

Ms. Williams said that the People's Bank checking account is now replenished with \$50,000, which was approved by the Board last month.

Ms. Williams said as requested by Mr. Knopp she will apply for a Norwalk Public Library Foundation credit card from People's Bank to use for expenses related to the Foundation. Ms. Brescia asked how we are going to charge off restricted specific accounts so that we can deplete those funds with a credit card. Ms. Bradley said when the secretary records the payment he will charge it to the proper account depending on what the payment is for, and that should not change when using the credit card.

## **7. LIBRARY DIRECTORS REPORT**

### **a. Approval of revised circulation policy**

Ms. Harris said that proposed revision edits entails reader-friendly and inclusive language rather than stern and restrictive language, editing and condensing paragraphs, and reformatting the layout to avoid redundancy. Ms. Harris said that the summary of proposed changes and deletions are:

1. Remove the unnecessary staff procedures used to execute policies and keep only the policies.
2. Add a paragraph about the Norwalk Public Library's circulating collections to provide a better understanding of the policy.
3. Add a clear and concise circulation objective.

4. Add the benefits of having a Norwalk Public Library card.
5. Allow parents to use their children's cards to check out materials for them.
6. Remove the \$2.00 library card replacement charge.
7. Allow a responsible adult (aunt, uncle, grandparent, sibling or caregiver over age 18) to present proof of identification and residency on behalf of the parent/legal guardian in order for children to obtain a library card.
8. If a parent or legal guardian does not have a photo ID, allow children to check out no more than two items.
9. Allow youth who don't have a parent or legal guardian or a responsible adult to apply for a library card to apply for an e-card which grants access to our databases.
10. Add to adult proof of identity to get a library card; government forms with names and address.
11. Add to proof of address: Norwalk tax bill for residents, not property or business owned.
12. Allow as proof of residence: Mail that is addressed to the resident's name and address.
13. Have all items follow the same overdue time period for overdue notice alerts, instead of having different rules for different materials.
14. Allow claims returns, but remove that area from the policy so as not to advertise for abuse.
15. Allow partial payments, but remove that area from the policy so as not to advertise for abuse.

16. Remove repair and replacement item costs.
17. Eliminate the collection agency. Instead, have a one-year moratorium on the use of our current collection agency. After one year, supervisors will debrief and determine whether or not we should use a collection agency.

Ms. Harris said that the proposed items for elimination are:

1. The Partial payment plan; the Claims returned; and the Collection agency items.

There was discussion ensued regarding the proposed circulation policy revisions.

**\*\* MR. CULLEN MOVED TO APPROVE ITEMS 1-13 OF THE PROPOSED CIRCULATION POLICY REVISION.**

**\*\* MS. BRESCIA SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

**\*\* MR. CULLEN MOVED TO TABLE ITEMS 14-17 OF THE PROPOSED CIRCULATION POLICY UNTIL THE NEXT MEETING.**

**\*\* MS. BRESCIA SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

- b. Update on hotspots, self checks

Ms. Bradley provided an update and said they will be putting in self checks at the South Norwalk Library and at the main branch in the children's room. She said at the February meeting she will provide an update on how they will be advertising, and how the hotspots will be circulated. Ms. Noor asked how many hotspots will be ordered. Ms. Bradley said that they were looking at 10, but they may be adding additional ones so that staff can use them to sign people up for a library card when there is no wi-fi available

- c. 2017-18 technology plan

Ms. Bradley said this will be discussed at the February meeting. She said that this is something that the State Library requires to be done every year, and she would like the Director of Library Technology to present it to the Board. Mr. Knopp asked if there is a technology plan from another library that can be sent to the Board to be used to compare to. Ms. Bradley said “yes”.

d. FY 2016-17 Comparative statistics

Ms. Bradley said the biggest number going up is attendance.

e. Review/approval of NPL goals and objectives

Ms. Bradley said she will not be asking for approval until the February meeting. She said that she and the Supervisors are going through the goals and objectives, and that it won't be completed until February. Mr. Knopp asked if these get compared to other libraries, or if it something that gets updated each year. Ms. Bradley said it is something that is updated each year. Ms. Noor asked if the service goals are in the order of priority. Ms. Bradley said “no” and is to cover all areas. Ms. Noor said that she would be interested to see what the priory of the goals would be.

f. Update of NPL part-time budget

Ms. Bradley said that this is completed, and that the library will be open on Sundays all year round.

## **8. OLD BUSINESS**

No discussion.

## **9. NEW BUSINESS**

a. Status of handicap access at the SONO branch

Ms. Harris said the last she heard from the Human Relations Department is that it has been approved for both doors, but she does not know when it will be implemented. Mr. Knopp requested that she follow up with them and ask what the schedule will be.

**10. MOTION/VOTE TO CONVENE MEETING OF BOARD OF TRUSTEES OF NPL**

**\*\* MS. BRESCIA MOVED TO CONVENE THE MEETING OF THE BOARD OF TRUSTEES OF THE NPL.**

**\*\* MR. CULLEN SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

**11. ACTION ITEMS FOR BOARD OF TRUSTEES**

a. Credit card acquisition and policy

**\*\* MS. BRESCIA MOVED TO APPROVE THE ITEM WITH A CREDIT LIMIT OF \$5,000**

**\*\* MS. MANN SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

**12. EXECUTIVE SESSION OF NPL DIRECTORS REGARDING ZONING APPEAL LITIGATION**

**\*\* MR. CULLEN MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF THE ZONING APPEAL LITIGATION.**

**\*\* MS. BRESCIA SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY**

The meeting entered into Executive Session at 8:45PM with the Board members in attendance as listed on page 1. The meeting was reconvened into public session at 8:50 p.m. There was no action taken.

### **13. ADJOURNMENT**

- \*\* MS. MANN MOVED TO ADJOURN THE MEETING**
- \*\* MR. CULLEN SECONDED THE MOTION**
- \*\* MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:50PM

Respectfully submitted,

Dilene Byrd

Telesco Secretarial Services