

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
CARNEGIE ROOM
FEBRUARY 23, 2017 (Postponed from Feb. 9, 2017)**

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

STAFF: Christine Bradley, Director; Sherelle Harris

OTHERS: Lori Torrano

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 JANUARY 12, 2017
MEETING**

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

**** MS. BRESCIA MOVED TO APPROVE THE MINUTES AS
AMENDED WITH THE EDITS AS SUBMITTED.**

**** MS. NOOR SECONDED THE MOTION**
**** THE MOTION PASSED UNANIMOUSLY**

5. PRESIDENTS REPORT

a. Update on Facilities and Cap project

Mr. Knopp said that there was a meeting held last week with Mike Sgobbo of Guardian building management, and they had focused mainly on some of the capital projects that are still not complete at the SONO Branch. Ms. Harris provided an update of the meeting and said that the projects are moving forward, and that a certain amount of money has been allocated to the projects, but that the bids have come in higher than were budgeted for, so they had to go back to the Finance Department to request the extra funds. Mr. Knopp said that the two projects they will be focusing on are soundproofing the community room and purchasing the security cameras. Ms. Noor asked if the cameras need to be repaired or purchased? Mr. Knopp said they need to be purchased. Ms. Mann said that there are so many projects that are just stuck and she is requesting to put any kind of pressure to keep the projects moving because they need to get completed.

b. Update on Capital Budget Request

Mr. Knopp said the he and Ms. Bradley have met with the Planning Commission and have submitted seven projects, and that four of them were approved. He said that Ms. Bradley has submitted a letter to the Planning Commission requesting that they restore two of the additional projects, and that one is the \$37,500 for the planning of future library purposes, and the second is \$86,000 for the RFID technology.

c. Discussion on Literacy Volunteers Governance

Mr. Knopp said that he has requested the bylaws for Norwalk Reads and that he has received them. Ms. Noor said that she would be interested in volunteering but that she is not sure on what the goal is. Ms. Bradley gave an overview of the project. Ms. Harris requested that she be included on any meetings.

d. Update on Innovation Place

Mr. Knopp said that this is an economic development project that the State of Connecticut is sponsoring, and that he and Ms. Bradley attended an event at the Stepping Stones Museum in pursuit of being one of five municipalities to receive an implementation grant. Mr. Knopp gave an overview of the event and said that the next presentation will be held on March 30, 2017, and will take place at the Wall Street Theatre.

He said in the meantime they are trying to work on a grant opportunity from the Federal government and that the library would be a possible site for the innovation entity to be located. He said that he suggested to them that they contact Ms. Brescia for any commercial real estate that may be available in the next couple of years

6. COMMITTEE REPORTS

No discussion.

7. TREASURER'S REPORT

NOTE: The Treasurer's Report was moved to the top of the agenda as a courtesy to Ms. Torrano so that she would not have to sit through the entire meeting.

a. Presentation by Lori Torrano

Ms. Williams introduced Lori Torrano and said that she manages the investment funds with Edward Jones, and has been doing a terrific job. Ms. Torrano distributed a copy of the portfolio and discussed the value of the account from 2014-2017, and said for this year the account is up 3.26% and that the average rate of return is 3.61%. She said that there is still \$200,000 in cash which is 21% of the portfolio and is higher than they probably would want. Ms. Brescia asked how much should be maintained in cash? Ms. Torrano said at least \$50,000. Ms. Moor asked where the initial \$477,000 came from. Ms. Torrano said that it was left to the library as a bequest. Mr. Knopp said that he would like some recommendations from Ms. Torrano to engage in a strategic growth initiative in the portfolio, with a focus of a five year growth plan. He also requested that the board have more frequent contact with Ms. Torrano to monitor how things are going. Ms. Torrano said that she would be available anytime they would like to meet and that there is also online access. Mr. Knopp requested that she put together three different alternatives with different levels of risk and return, and that she attend the March meeting with her recommendations.

8. LIBRARY DIRECTOR'S REPORT

a. Approval of revised Circulation Policy Items #14-17

Ms. Bradley said that the most controversial change was to eliminate the collection agency step for at least one year to see how the collections are affected by it. Mr. Knopp said he thought that one of the reasons why the supervisors were proposing this change was that it could show up on someone's credit report, and then we heard back that the collection agency is not forwarding that information, so if that reason is no longer valid is there any good reason to eliminate the collection agency even for a year? Ms. Brescia said that the collection agency receives a percentage of the fines. Ms. Bradley said that staff also sends two letters and they want to see if the materials are being returned for their efforts, and not that of the collection agency. Ms. Brescia asked if they know the percentage on the returns after the second letter is sent. Ms. Harris said that they do not. Mr. Knopp

asked how they will determine if it was successful? Ms. Bradley said if the revenue goes down.

**** MS. MANN MOVED TO APPROVE THE REVISED CIRCULATION POLICY ITEMS #'S 14-16**

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

**** THE MOTION PASSED UNANIMOUSLY**

**** MS. BRESCIA MOVED TO APPROVE ITEM #17 OF THE REVISED CIRCULATION POLICY FOR ONE YEAR.**

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

**** THE MOTION PASSED WITH 5 IN FAVOR AND ONE ABSTENSION- MR. KNOPP**

b. Approval of Hotspots Policy

Ms. Bradley said that they have received ten of the devices. Mr. Knopp asked what the distribution will be? Ms. Bradley said that four will be for the branch, five will be for the main library and that one will be for staff.

**** MS. BRESCIA MOVED TO APPROVE THE ITEM.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

c. Approval of 2017-18 Technology Plan

**** MS. BRESCIA MOVED TO TABLE THE ITEM UNTIL THE MARCH MEETING.**

**** MS. NOOR SECONDED THE MOTION.**

THE MOTION PASSED UNANIMOUSLY.

d. Review of NPL Goals & Objectives 2016-17

Ms. Bradley highlighted the changes and said that a couple of things were added on the challenges regarding expanding their role in adult

education and adult language learning. She said that there circulation is going down about 10% per year and is the case across the country. She said that the Greenwich library was able to turn that around, and recommend that they look at what they can do internally to improve circulation. Ms. Noor asked what Greenwich had done? Ms. Bradley said that she knows a big part of it was displays, and that they did certain things to market the collection. She said that she will be contacting them on the details.

Ms. Harris said there were also some name changes done to make it more clear and promoting the adult literacy.

Mr. Knopp requested having current Federal, State and local policies hand-outs on immigration issues available. He complimented the staff for including immigration policy issues as a distinct goal. There was discussion on goal #8 and Mr. Knopp asked if item 5 is a realistic goal? Ms. Bradley said that they are going to open a branch at Brien McMahon High School and then hopefully at Norwalk High School. Mr. Knopp suggested that Item 5 be changed to delete “incorporate” and to substitute “work in collaboration with” He also suggested in goal #10, item 1 to change “complete” the building plan for the main library” to Initiate the planning and expansion of parking for the main library,” and under item 8 to add RFID.

**** MS. BRESCIA MOVED TO APPROVE TO ADOPT THE GOAL AND OBJECTIVES, AS AMENDED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- e. Approval to proceed with federal grant application
Ms. Bradley said that the federal grant application is due on April 5, 2017.
- f. Update on website redesign

Ms. Harris said that the Supervisors have discussed what they would like as far as the website and they would like to change upgrade the functionality of the calendar.

9. OLD BUSINESS

- a. Status of Handicap access at SONO Branch

Ms. Harris said that it is in progress and that she will follow up on the status.

10. NEW BUSINESS

Mr. Knopp requested that the committee look over the current board contact information list for accuracy and that a final version will be provided at the next meeting.

11. ADJOURNMENT OF NPL DIRECTORS MEETING

- ** MS. MANN MOVED TO ADJOURN THE MEETING**
- ** MS. BRESCIA SECONDED THE MOTION**
- ** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:20PM

12. MOTION/VOTE TO CONVENE MEETING OF BOARD OF TRUSTEES OF NPL FOUNDATION

13. ACTION ITEMS FOR BOARD OF TRUSTEES

a. Action on recommendations to Lori Torrano for changes to Trustees' investment portfolio.

No action was taken.

**14. EXECUTIVE SESSION OF NPL TRUSTEES RE: ZONING
APPEAL LITIGATION**

**** MS. BRESCIA MOVED TO ENTER INTO EXECUTIVE
SESSION.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 8:20PM.

Executive session ended at 8:30PM.

There was no action taken.

15. ADJOURNMENT OF TRUSTEES MEETING

Respectfully submitted,

Dilene Byrd

Telesco Secretarial Services