

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
MARCH 9, 2017**

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

LIBRARY STAFF: Christine Bradley, Director; Tom Schadlich, I.T.

OTHER: Lori Torrano, Financial Advisor at Edward Jones

CALL TO ORDER

Mr. Knopp called the meeting to order at 7:00 p.m. and noted that members were in attendance as listed above and there was a quorum present.

Mr. Knopp acknowledged that Sherelle Harris was absent because her brother passed away and he expressed condolences on behalf of the Board.

Additions to Agenda – None

Mr. Knopp requested to move the order of the agenda to have items 8A and 7 next on the agenda as a time courtesy for the guest presenters. It was noted that items indicated for approval would be at the Trustee portion of the meeting.

Technology Plan - Norwalk Public Library—City IT Department - FY 2017-2018

Mr. Tom Schadlich, Information, Technology Specialist presented the NPL's Technology Plan and Budget Request for the Norwalk Public Library in conjunction with the City IT Department for 2017-2018.

Comments and questions were fielded from the Board Members. (See page 5 for budget summary)

Treasurer's Report

Ms. Williams introduced Lori Torrano from Edward Jones & Associates. Ms. Torrano distributed her reports and explained there was a recommendation on investing excess cash with the necessary signature documents. There was further discussion on the budget format and creation of a clear segregation of accounts to simplify restricted/non-restricted funds.

Questions and comments from the Board members were fielded from Mr. Torrano along with her presentation of three options and recommendation documents. It was noted that approval of any of the options would take place during the Trustee portion of the meeting.

Public Comments – None

Approval of Minutes - Meeting of February 23, 2017

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

- ** MR. BLOOM MOVED TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 23, 2017 AS AMENDED WITH EDITS AS SUBMITTED.**
- ** MR. CULLEN SECONDED THE MOTION.**
- ** MOTION PASSED WITH SIX VOTES IN FAVOR, NONE OPPOSED AND THREE ABSTENTIONS (CULLEN, HAMILTON, SIEGEL).**

PRESIDENT'S REPORT

Mr. Knopp provided an update on the zoning appeal litigation and noted that there was a signature authorization and approval would be addressed in the Trustee portion of the meeting.

A. Update on Facilities and Capital Projects

Mr. Knopp reported that there has been progress with several projects including the SoNo Soundproofing work.

B. Update on Capital and Operating Budgets

Mr. Knopp, Chris Bradley and Sherelle Harris met with the BET and Planning Commission and four of seven capital projects requested have been granted approval. The Mayor \$35,000 for facility planning as requested by the NPL. Ms. Brescia clarified that this represents a total of \$70,000 including the \$35,000 approved last year

C. Literacy Volunteers program

Ms. Noor noted that she will be meeting with Susan Wallerstein for an update and more information on the governance of Literacy Volunteers and Committee will be included in next month's agenda.

The following items were discussed with referral to attachments as included in the agenda packet.

D. Update on Innovation Place

Ms. Bradley referred to the memo provided and provided an update on the program for information.

F. Discussion of Policy on Unattended Children – (Truancy)

Ms. Bradley explained that this was prompted by a situation where a high school student was absent from school, yet came to the Library. There was discussion and the following items were referred to from the agenda packet: Memo from Sherelle Harris;

Brooklyn PL; CT Statutes; Library law blog; BOE Policy Committee
Durham PL; NJLA statement; NYPL; Jacksonville PL; DCPL
Teens and Privacy at the Library.

It was agreed to table the item to the April meeting pending input and feedback from the Library supervisors

G. Discussion of Art Policy

Mr. Knopp explained that this was brought to the agenda following an offer for a donation of artwork that was political in nature. It was agreed to table the following items to the April meeting pending input and feedback from the Library supervisors.

LIBRARY DIRECTOR'S REPORT

B. Ms. Bradley referred to the memo provided and provided an update on the program for information.

IMLS Federal Grant Application

Healthy Minds; Healthy Bodies: A Collaborative Approach for Norwalk.

Norwalk Public Library, Steppingstones Museum, Norwalk Health Department, Norwalk Redevelopment Agency, and Norwalk Grows are pursuing a collective solution to the challenge of making our community healthy. We will create an integrated ecosystem of stakeholders, resources, and implementation steps to support equitable access to fresh and healthy food, education on general wellness and healthy nutrition, and the development of regional business modeling, physical sites, and networks needed to support the system.

The primary partners have all sponsored separate initiatives to improve the supply of healthy food in our community. Through this grant opportunity, the library and the museum with our partners, will act as catalysts to map community assets and to plan for sustainable projects that support the regular provision of healthy and affordable food supplies.

The Norwalk Public Library has for three years sponsored Healthy Minds; Healthy Bodies, a program which includes education about nutrition as well as weekly exercise programs. For four years, the library has been a farm share pickup point.

Steppingstones museum is embarking on a Foodshed initiative and an expansion of their Healthy Children, Healthy Communities program, which includes the touring Healthyville exhibit, as well as community/learning gardens onsite.

Norwalk Health Department, with community partners, has developed the Healthy for Life Project: Eat Well; Move More; Live Better, a coalition of people and organizations in Fairfield County who look for ways to encourage community members to make healthy choices and to make sure those choices are available, affordable, and fun.

Norwalk Redevelopment Agency sponsors the federally funded Choice Neighborhoods project, which has already identified the need for healthy food choices in the choice neighborhoods community.

Norwalk Grows is a non-profit school garden program which installs edible gardens and provides garden education programs in Norwalk Public Schools

It was noted that the above would be incorporated into the federal grant application

A. 2017-18 Technology Plan – Budget summary:

IT Capital Budget

Computer /tablet replacement (per IT Department)	\$23,400
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Library Operating Budget

Proquest:

Syndetic catalog enhancements	\$1,400
Librarything/Library Anywhere	\$2,100

Rosetta Stone (EBSCO)	\$7,700
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B&T TS360 accounts	\$ 1,400
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SkyRiver	\$16,000
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OCLC Cat Express (State Library)	\$2,000
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E-Rate Online	\$4,000
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DBO MAN maintenance	\$33,000
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DBO internet service	\$ 5,400
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Total Library Operating:	\$86,000
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Library Capital Budget

Newspaper digitization	\$21,000
RFID conversion (postponed to 2018-19)	(\$86,000)

Total Library Capital:	\$21,000
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Operating Budget

Services (5255)

Contract 7/1/17-6/30/18 \$49,500

Other Professional Services (5258)

Copier/Printer Maintenance (3) \$ 2,600

Software (5742)

Hardware maintenance charge—NPL and SoNo (7/17-6/18) \$ 2,960

Protection Smart Shield maintenance charge \$ 800

Software renewal for 160 computers \$5,000

Software Perfect + Past perfect Online \$ 1,000

Software Check maintenance \$2,400

Software maintenance : Smart Pay, 3 staff stations \$5,000

Total IT Operating: \$69,260

Mr. Knopp suggested this be moved to the action items for the Board of Trustees.

Library Director's Report – continued

*Denotes approval to take place during Trustees portion of the meeting.

C. Update on Website Redesign

Ms. Bradley reviewed the program, referred to supporting documents as included in the agenda packet and fielded questions and comments. She indicated there was a problem with the Calendar function due to the city's vendor.

D. March 17 Staff cleanup day \$200*

Ms. Bradley reviewed the program and fielded questions and comments

E. Directors Insurance Risk Manager's Report

Ms. Bradley reviewed the supporting documents as included in the agenda packet and fielded questions and comments.

F. Second Comprise Terminal for SoNo branch \$2,558

Ms. Bradley reviewed the supporting documents as included in the agenda packet and fielded questions and comments. It was agreed to include the item in next year's Capital Budget request.

G. Main Library Traffic Graphic \$1,000

Ms. Bradley reviewed the program and explained that the Arts Commission would be managing this. Mr. Siegel shared the history of the inception of the traffic graphic on the signal boxes.

It was agreed to table the item to the April meeting with outreach to be made to see if the paint and other items could be donated at no cost to the library.

H. Library Conferences (CLA, ALA Book Expo)

Ms. Bradley reviewed the supporting documents as included in the agenda packet and fielded questions and comments. The city provides \$4,000 in support of staff professional development. It was noted that staff would come back to report the outcome of the conferences.

9. OLD BUSINESS

Status of Handicap Access at SoNo Branch

A memo from Sherelle Harris to Darlene Young was included in the agenda packet that provided an update on the ADA compliance program

10. NEW BUSINESS

11. ADJOURNMENT: Mr. Siegel moved, Mr. Cullen seconded, to adjourn the NPL Board. Passed unanimously.