

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
APRIL 13, 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; Sherelle Harris, Asst. Director

1. 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 honored by the National Council of Negro Women to receive the award named in the honor of Dorothy Height who was one of the most famous civil rights activists in the country.

Mr. Knopp also acknowledged Ms. Bradley's birthday.

2. ADDITIONS TO AGENDA

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES OF MARCH 9, 2017 MEETING (ATTACHED WITH RECOMMENDED CHANGES FROM ALEX KNOPP).

- ** MS. MANN MOVED TO APPROVE THE MINUTES AS AMENDED.**
- ** MR. Siegel SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY**

5. PRESIDENTS REPORT.

A. UPDATE ON FACILITIES AND CAPITAL PROJECTS (SEE ATTACHED SPREADSHEET)

Ms. Harris reported and said that everything is progressing but that there is an issue with the contractor and the architect on what materials to use for the soundproofing in the Community Room

B. UPDATE ON CAPITAL AND OPERATING BUDGET REQUESTS

Mr. Knopp said that the Common Council approved the capital budget which included the money that Mayor Rilling had added back for long-range planning. Ms. Bradley said

that the operating budget was approved as submitted, including additional weekend operating hours and additional hours for security guards.

C. DISCUSSION ON LITERACY VOLUNTEERS

There was a discussion on the status of the LitVol project. Mr. Siegel reviewed the chronology when the Board initially took over the expense of the staff for the literacy volunteers and paid their salaries until the end of the year. He said the Board assumed that they would become members of the public library staff and their salaries would be included in the city's budget, and the program would run as part of the library overseen by two staff members. Mr. Knopp said at some point the BET saw that there were restricted funds for the literacy volunteers program but that money no longer exists other than \$4,000. Mr. Knopp said that Ms. Moor has been speaking to staff reviewing the situation and she will be meeting with staff again and that if anyone had any thoughts or suggestions to contact her. He said that he has requested that she do a written recommendation by the May Library Board meeting.

D. UPDATE ON INNOVATION PLACE

Ms. Bradley said that on April 24, 2017, it will be decided if Norwalk has been chosen as a finalist and after that there will be dates in May when the people from CT Next will do a walk-through.

E. UNATTENDED CHILDREN POLICY

Ms. Bradley said this needs to be discussed more as Supervisors and she will give a recommendation at the May meeting.

F. DISCUSSION OF ART POLICY

Ms. Bradley said that this will be discussed at the May meeting.

7. TREASURER'S REPORT

Ms. Williams presented and said that Ms. Torrano has reallocated the money and it is reflected on the statement so there is now a balance in the money market account of \$50,840.24. [NOTE: In the future, this Report will be included in the Foundation/Trustee Agenda.]

8. LIBRARY DIRECTORS REPORT

Ms. Harris presented a note that they had received from one of the grandparents showing her appreciation for the board's support of the homework help program. She said that her and other parents are very appreciative of the program and would like to extend it during the week. Ms. Brescia asked if the letter has been sent to The Norwalk Hour. Mr. Knopp said they will make sure it gets good publicity. Ms. Bradley said that she and Ms. Harris have been discussing trying

to follow up on the idea of extending the program in this current year. Ms. Mann asked what the cost was. Ms. Bradley said approximately \$3,000.

A. NPS Student Library Card

Ms. Bradley said that they have long said that one of their goals is to have every school child in Norwalk to have a library card and are now going to start with the middle school kids and to facilitate that have developed a student application form. The goal is before the summer to get the four middle schools.

B. Confidentiality of Library Records

Ms. Bradley said that the policy is simply a statement from the State Statute regarding confidentiality and she wants to make it clear especially to the staff on following the law regarding confidentiality of library records. Mr. Knopp requested that the policy be posted in the library. Mr. Siegel asked if there is a policy where we know that the staff has seen and understood the policy because they have signed a copy of that policy so that we have a record that they have seen the policy and they understand it. Mr. Knopp requested that a policy update be worked on as one of the projects that awaits them. Ms. Brescia requested that staff sign this policy after that have received it because this could be a serious problem.

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

****MR. SIEGEL SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

C. Seed Library

Ms. Bradley distributed brochures related to the seed library and said that many libraries have this and there is an area by the reference desk where they will put it.

D. Move to Google Docs in 2017/18

Ms. Bradley said that they will be moving to Google Docs beginning in July.

E. Open North Entry to Main Library

Ms. Bradley stated that by having the north door open to the public will allow better access from the First Taxing District parking lot and the Yankee Doodle Garage for the additional parking spaces that were acquired from the First Taxing District. She said that the money is available in the current year. She said that the outside door had to be replaced because it was a safety hazard. It makes sense to open this entrance because of the parking in the First Taxing Districts parking lot. She said that they have an old door counter that they are going to try and use to capture the attendance. She said that there are a lot of expenses other than just replacing the door, which was already done, and there is approximately \$50,000 left in this project. She is thinking of just opening the door rather

than doing the additional work and spending the additional funds and asked the board for their opinion. Mr. Knopp said he is not in favor of spending the additional funds because there will be some funding issues in the near future. He requested signage be installed where the gate was taken down so people know where to go. Ms. Mann asked once the doors are opened up will a security guard be needed. Ms. Bradley said “no” because the guard has a sight line from where she is stationed now. There was further discussion ensued and it was decided that staff would meet regarding security for materials and report back to the board.

F. Mental Health banner

Ms. Bradley said she received a request to advertise their event on the fence. Ms. Brescia said that it’s a fabulous organization but that once this is allowed it will set a precedent and advised against it. Ms. Bradley said she would inform the applicant.

G. Update on IMLS Federal Grant Application

Ms. Bradley said that they have pulled the application because they could not have it done on time but that they are still working with Stepping Stones and the Fodor Farm group.

H. Comparative Statistics (See Attachment)

Ms. Bradley presented the data and said that attendance will not go up 30% this year but is still over 600,000.

I. Lit Crawl

Ms. Bradley said that it was a big success this year and raised \$1500 for the literacy volunteers. The Norwalk Chamber requested to co-sponsor the event next year.

9. OLD BUSINESS

Ms. Harris said that the literacy volunteers are communicating and coming up with ideas and this one is to give the students a certificate of achievement because they are dedicated to learning English. Ms. Bradley said that it would be signed by their tutor and by Ms. Harris as the Supervisor.

Library Traffic Box: Mr. Siegel said he would report next month on his contacts with the artists and materials vendors.

SoNo Branch Handicap Access: Sherelle Harris and Mary Mann reported that the job has been finished.

Motion to Adjourn Meeting of Board of Directors

**** MR. SIEGEL MOVED TO ADJOURN THE MEETING OF THE DIRECTORS
** MS. BRESCIA SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at p.m.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

Attachments as noted.