

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
OCTOBER 12, 2017**

ATTENDANCE: Alex Knopp, Chairman; Tom Cullen; Ralph Bloom; Patsy Brescia,
Taber Hamilton; Mary Mann; Moina Noor; 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.

2. ADDITIONS TO AGENDA

Mr. Bloom said that the book sale will be held on Saturday October 28, 2017, and the children's sale will be on Thursday, October 26, 2017. Ms. Brescia asked if any of the books that are left following the sale are brought to the South Norwalk branch. Mr. Bloom said "no" due to there being a space issue.

Ms. Bradley said that the annual volunteer recognition luncheon will be held on Thursday, October 26, 2017 at 1:00PM.

3. PUBLIC COMMENTS

No one from the public attended.

4. APPROVAL OF MINUTES OF SEPTEMBER 14, 2017.

**** MR. CULLEN MOVED TO APPROVE THE MINUTES.**

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

**** THE MOTION PASSED WITH TWO (2) ABSTENTIONS- MS. MOOR, MS. MANN.**

5. PRESIDENTS REPORT.

A. UPDATE ON LIBRARY PARKING AND FACILITY EXPANSION OPTION AGREEMENT

Mr. Knopp discussed the update on the Library parking and facility expansion agreement and said at this point it was still under discussion by the Corporation Counsel and the property owner..

B. DISCUSSION OF FUTURE PLANNING AND COMMUNITY OUTREACH

Mr. Knopp asked that the board members to send dates of availability for the community outreach and future planning retreat.

C. CANCELLATION OF OCTOBER 19 FUNDRAISING EVENT

Mr. Knopp said that the fundraising event has been cancelled due to the fact that the parking and expansion agreement had not yet been concouded by the City.

D. DISCUSSION OF REDEVELOPMENT AGENCY LAND USE RFP FOR LIBRARY AREA, DOCUMENTS ATTACHED

Mr. Knopp said during the facility expansion discussions the Redevelopment Agency agreed to put out an RFP to engage a land use planner for the Wall Street area. He said there was a meeting held that he and Ms. Bradley had attended and they would like to make the Library the hub of the planning effort, and that the Redevelopment Agency has approved the RFP. Ms. Brescia asked if it has gone to contract yet. Mr. Knopp said "no". He added that the Agency had made a tentative decision not to release the RFP until an agreement had been concouded.

E. APPROVAL OF BUILDING MANAGEMENT'S CAPITAL BUDGET REQUEST FOR FY 2018-19 (ATTACHED)

Ms. Bradley presented Building Managements budget for both the branches and said that it is primarily for building maintenance type work. She said that the IT budget request will be presented at the November meeting. Ms. Brescia asked when the deadline is to submit the programmatic budget request. Ms. Bradley said the end of December.

6. LIBRARY DIRECTORS REPORT

A. August Dashboard

Ms. Bradley presented the dashboard and said that circulation and adult program attendance was up in the month of August, and that the overall attendance was up at both branches. She also said that the attendance was down for the month of July when compared to the previous July. There was further discussion ensued and Mr. Knopp requested the attendance for May and June at the next meeting.

B. Update on library activities and programs Indie Author Day

Ms. Bradley discussed a craft program that will be done on Saturday and said it is to make tiles out of book jackets, and that there are 50 Indie Authors in the area and they present who they are and do a reading from their book. She said that there are also two databases where people can self publish as an e-book and there will be demonstrations on how to use the databases.

C. GNLV July/August report

Ms. Harris presented the report and said that the program is going very well and that the Tutors are very dedicated. She said that she had requested that the tutors provide a report each month.

D. Review of 2017 Annual Report for acceptance

Ms. Bradley reported and said each Supervisor had added their own material and highlighted what was done in 2016-17 and what their goals are for 2017-18, and that the report also includes testimonials. Ms. Noir asked if the testimonials from the Literacy Volunteers are also included. Ms. Bradley said "yes".

**** MR. CULLEN MOVED TO APPROVE THE 2017 ANNUAL REPORT.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

E. Plan for spring traffic Graphic project

Ms. Bradley said that the Poet Laurite has been interested in doing an original poem of hers on the traffic box outside of the Library and that it will be done by an artist in the spring.

F. Homework Help Program at SoNo Branch

Ms. Harris said that she has received complaints from parents that there is standing room only available at the homework help program and that their children can't get into the program. She said that one of the parents proposed either having the program for four hours on Saturday or having it on another day. Ms. Brescia asked how many hours it is on a Saturday. Ms. Harris said two hours. Ms. Brescia recommended doing two sessions on Saturday. There was further discussion ensued and Mr. Knopp requested that Ms. Harris present a proposal at next month's meeting with the two options and what it will involve and the cost of. Ms. Brescia asked if the program is offered at the main branch as well. Ms. Bradley said "no".

G. Norwalk Public Library-Norwalk Public Schools Partnership (Hour article on digital divide attached)

Ms. Harris said that the books have come in for all the Kindergartens and that the letters will go out on Monday to the teachers and the parents with the books and library card applications. Ms. Noor asked if The Hour will be present. Ms. Harris said that she will contact them and coordinate with them.

H. Preparing Low-Skilled Adults for the Workplace: Learning Community Participant Application

Ms. Harris said that they are part of pro-literacy which is an organization that promotes adult literacy, and they had sent applications for a work place learning community and they are accepting six applications and the Library would receive a stipend of \$1,700. She said that she has reached out to Ms. Mann and she agreed to help out. Ms. Mann said while she has the experience to give them what they need in regards to what some of the needs are in the low income community for adults, the Library also gets the stipend for participating. Mr. Knopp asked if an application had to be submitted. Ms. Mann said "yes". The members of the board and staff thanked Ms. Mann for helping.

I. New Website Launch

Ms. Harris said that the new website launch will be on October 20, 2017. Ms. Bradley said it will also be available on the mobile app. Mr. Knopp suggested that the website be tested prior to the actual launch.

7. OLD BUSINESS

Mr. Knopp asked for update of the Literacy Volunteer Program. Ms. Noor said that she had presented a proposal at a previous meeting and that it was modified based on the comments that were received. She said that there are actions items that still need to be worked on but that it was decided to continue as is for a couple of years, and include it in the operating budget so that it takes the onus off of the Foundation. She said from an oversight point of view it was discussed finding an advisory board to come in on a semi-annually basis to be sure we are in line with the best practices. She said she will make the edits to the proposal and present it at the next meeting so that there can be formal action taking.

8. NEW BUSINESS

There was no new business discussed.

9. ADJOURNMENT

- ** MS. BRESCIA MOVED TO ADJOURN THE MEETING OF THE NPL BOARD OF DIRECTORS.**
- ** MR. CULLEN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services