

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
NOVEMBER 30, 2017**

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

LIBRARY STAFF: Christine Bradley, Director; Sherelle Harris, Asst. Director

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:10 p.m. and noted that members were in attendance as listed above and there was a quorum present. Janine sent an email that she could not attend.

2. ADDITIONS TO AGENDA

There were no additions added to the agenda.

3. PUBLIC COMMENT PERIOD

No members of the public were in attendance.

4. APPROVAL OF MINUTES OF OCTOBER 12, 2017 MEETING (ATTACHED WITH RECOMMENDED CHANGES FROM ALEX KNOPP).

- ** MS. BRESCIA MOVED TO APPROVE THE MINUTES.**
- ** MS. MANN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

5. PRESIDENT'S REPORT.

Mr. Knopp thanked Mr. Bloom and The Friends for another very successful book sale. Mr. Bloom discussed the results of the book sale and said that they are in an upward swing and that people are buying books and realize that the library is one of the few places that they can buy books. He said that the profits from the sale went over the \$9,000 goal and that between the two sales that are held per year they try to average \$25,000.

A. Update on Library Parking and Facility Expansion

Mr. Knopp provided an update and said that there currently is no agreement with the property acquisition, although the city and the developer are still in discussions.

B. Discussion of future planning and community outreach

Mr. Knopp said that it is his recommendation along with Ms. Bradley and Ms. Harris to begin planning for the expansion and modernization of the NPL Belden facility even though we don't yet have the property dimensions confirmed. There was discussion regarding the planning process going forward.

C. Discussion of Redevelopment Agency Wall Street Working Group (documents attached)

Mr. Knopp said that the City and the Redevelopment Agency have initiated at least three planning reviews of the Wall Street area and parking in addition to the update of the Master Plan of Conservation and Development. The area will be studied with recommendations for Planning & Zoning upgrades... He and Ms. Bradley were invited to be on the committee to draft an RFP for the Library area in particular and said that the RDA had decided not to publish the RFP unless and until the Library property agreement has been completed. He discussed the recommendations from the Redevelopment Agency for the greater Wall Street area and said that Ms. Bradley said that the Redevelopment Agency held a meeting at the library for people in the neighborhood for their input, and that there will be another meeting scheduled for December 7 at 10:30AM- 12:00PM in room 231 at City Hall. Ms. Brescia suggested that the meetings be posted.

D. Discussion of Net Neutrality (report from ALA Washington Office attached)

Mr. Knopp discussed the policy of Net Neutrality and the dangers to the Library posed by the Trump Administration's plan to terminate Net Neutrality. He said that it will enable internet providers to charge differential rates, and will be able to control the volume and speed of your access based on the INternetInternet. He said that libraries across the country are very concerned about this and that it is scheduled for a vote by the FCC in December.

Ms. Bradley distributed greetings from our newsletter and said that the Norwalk Public Library users signed on 139,706 times to Library Wi-Fi, and logged on to library internet computers for 63,709 sessions so it is very important to them as libraries and information service providers that the internet remain free.

E. Library Monthly Status Report (attached)

Mr. Knopp said he and staff meet monthly with Building Management and discussed the status of ongoing repairs and capital improvement projects and asked in terms of the fire inspection if there are any items they should be aware of. Ms. Harris said that the biggest thing was not to keep anything flammable in the building and getting the shed to store them. Ms. Bradley said that there were also fire drills held at both branches.

6. LIBRARY DIRECTOR'S REPORT

- A. September Dashboard (attached). (Just look at this latest Black Friday in-store shopping fell 4% from 2016 while online sales jumped 18%).

Ms. Bradley presented and said that adult programs drive that they drive people to the library. She also said that the history room inquires are going well. Mr. Knopp asked why the literacy volunteer students show a 28% decline. Ms. Bradley said that some adjustments have been made to the program. Ms. Harris said that they also had found that some of the prior numbers were inflated, and they have now been trying to streamline the numbers. Mr. Knopp suggested that the inflated number from last year also be adjusted. Ms. Brescia suggested that any major changes be noted at the bottom of the dashboard.

Mr. Knopp said that there was a substantial increase in library card holders and asked if that is attributable to the distribution of applications to the Kindergarten parents. Ms. Harris replied that a lot was due to the eclipse glasses. Mr. Knopp requested that the results of the kindergarten distribution be tracked.

- B. Update on library activities and programs.

Ms. Bradley said that on January 7, 2018, The Friends will be holding an annual meeting and the opportunity will be used for a library open house. She also said that the Escape Room will be returning and that there will be several time slots to choose from. She also said that on January 5, 2018, there will be a library "after hour's event" at 6:00PM and that there will be a film on illegal adoptions in Ireland and a light supper will be provided.

- C. The Greater Norwalk Literacy Volunteers (GNLV) at Norwalk Public Library will use the Mary Norris Preyer grant for training with immigration/naturalization attorneys to help tutors formalize lessons on passing the U.S. Citizenship test. GNLV's holiday flyer is attached.

Ms. Harris said that they are beginning to use the grant that they received for training and are now ready to offer the citizenship training and that the students are dedicated. She said that they also have a naturalization attorney to help shape the program and they will also be reaching out to more organizations to get more tutors. She said that the waitlist is not as bad as they first thought and that there are currently 26 students. Ms. Brescia said that the naturalization ceremonies should be coordinated with the training.

- D. Review of NPL's 2018 goals for acceptance (attached)

Ms. Bradley discussed the goals and said they have come from the annual report. Mr. Knopp suggested including strengthening our relationship with the Board of Education as a goal. He also suggested including thematic types of goals.

- E. Norwalk Public Library- Norwalk Public Schools tutoring partnership (Minutes Attached)

Ms. Harris provided a background on Tier III intervention and they found that Kendall and Ponus were the schools most in need. Ms. Bradley said that she and Ms. Harris met with the Board of Education regarding a Tier III intervention program and that it will be held at both libraries, and that the Board of Education will be responsible for providing the tutors. Ms. Harris said that the next meeting is scheduled for December 4, 2017, at the South Norwalk Branch. Mr. Knopp said that the Board of Education has a professional grant writer on staff and in exchange for this he will be contacting Dr. Adamowski and requesting that they help us with some of the grant writing.

**** MS. BRESCIA MOVED TO APPROVE PARTICIPATION IN THE TIER III READING PROGRAM WITH THE BOARD OF EDUCATION.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- F. NPL's Operating and Capital Budget items for 2018-19, attached plus: NPL Public Works budget, NPL IT budget, FY 18-19 City Operating Budget, ADA Compliance & Transition Plan, and "It's electric"

Ms. Bradley and Ms. Harris presented the operating budget and capital budget concepts and said that in addition to the library we have two other departments that have a budget for the library and that is Public Works and the IT Department.

NPL Operating Budget Items for 2018-19

Personnel

Raises for part timers:

#1 For professional positions (MLS typically requires), CLA minimum is \$27/per hour/NPL pay \$25.29.

#2 For a Level III LTA- Suggested Minimum Education- four years experience or four years of college and some library experience.

CLA minimum is \$20.30/NPL pays \$18.00, same as a Level II LTA

#3 PT Custodian- There is no CLA minimum, but the current rate is \$11/hour; we would like to raise that to \$16/hour, comparable to library clerk.

Other expenses:

Staff only copiers will be brought under the city's copier contract in February, 2018. Annual cost not yet determined.

Books:

Reduce book budget from \$220,000 to \$200,000

Programs:

Increase "Other Professional Services" from \$38,000 to \$53,000

Printing:

Increase from \$1050 to \$12,540

Cash Management System:

Increase from \$0 to \$2739.

NPL Capital Budget Items for 2018-19

Pop-Up Library \$65,000

Digitization \$25,000

\$10,000 Microfilm Reader/scanner for History Room

\$10,000 MacBook Air for in-house patron checkout at SoNo; MacBook Pro for Community Room programs.

\$10,000 for ADA Compliance issues

(Main Library Children's Room five year plan will be revised, but pushed out to 2020).

NPL Capital Budget Items for 2018-19

NPL revenue of \$30,300 will be reduced to \$12,000

There was discussion ensued and Ms. Noor asked why the renovations of the children's room will be pushed out until 2020. Ms. Bradley said that there was a problem with the design. Ms. Noor recommended that there be aesthetic changes be done in the meantime.

Ms. Bradley said that Norwalk has made a concerted effort of all the camps and pre-schools and it has been a good collaborative effort. She presented the idea of a Pop-Up Library and it an opportunity to bring the library services out into the kid's neighborhoods.

Ms. Brescia suggested including the first installment of the request purchase price in the capital budget.

Ms. Bradley said that the budget submission is due on December 15, 2017. It was the consensus of the board to conceptually approve the operating budget that was discussed and that a memo will be circulated regarding the capital budget.

7. OLD BUSINESS

- A. Literacy Volunteers policy recommendation (see also Foundation agenda) (Moina Noor)

Ms. Noor discussed the changes to the policy and said based on last month's discussion that we request that the city take over the part time employees as opposed to running it through the foundation, and to also revisit the configuration in the next couple of years. She said that she will e-mail the revised policy to the board and staff.

**** MR. BRESCIA MOVED TO APPROVE THE LITERACY VOLUNTEER POLICY WITHOUT PARAGRAPH #3 (CREATE A COMMITTEE TO HELP RAISE FUNDS FOR LITERACY VOLUNTEERS THROUGH THE NORWALK LIBRARY FOUNDATION).**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- B. New Website Launch (www.Norwalkpl.org)

Ms. Harris said that at test run was done and that they will be making some changes on the feedback that they have received. She said it will be ready to launch on January 1, 2018.

- C. Google/Gmail conversation

Ms. Bradley said that she will be scheduling training.

- D. SoNo Project Capital Budget Update (attached)

Ms. Harris presented the capital budget update and said that the new carpet should be in on December 21, 2017.

8. NEW BUSINESS

There was no new business discussed.

9. ADJOURNMENT OF DIRECTORS MEETING

- ** MS. BRESIA MOVED TO ADJOURN THE MEETING.**
- ** MS. NOOR SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services