

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
REGULAR MEETING
DECEMBER 14, 2017**

ATTENDANCE: Alex Knopp, Chair; Ralph Bloom, Thomas Cullen, Tabor Hamilton, Mary Mann, Moina Noor, Jannie Williams

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

CALL TO ORDER

Mr. Knopp called to order at 7:05 p.m. There was a quorum present.

Mr. Knopp announced that the Directors would be discussing Agenda Items A and B listed in the President's Report –the Update and Possible Action on Library Parking and Facility Expansion; and the Discussion of future planning and community outreach, during the Library Foundation meeting. There will also be a telephone conference with a potential consultant for the expansion process.

ADDITIONS TO AGENDA

There were no additions to the agenda at this time.

PUBLIC COMMENT

No members of the public were in attendance.

**APPROVAL OF MINUTES OF NOVEMBER 30, 2017 MEETING
(ATTACHED WITH RECOMMENDED CHANGES FROM MR. KNOPP).**

**** MS. MANN MOVED TO APPROVE THE MINUTES AS CORRECTED.
** MR. BLOOM SECONDED.
** THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 30, 2017 AS CORRECTED PASSED WITH FIVE (5) IN FAVOR (KNOPP, BLOOM, HAMILTON, MANN AND NOOR) AND TWO (2) ABSTENTIONS (CULLEN AND WILLIAMS).**

PRESIDENT'S REPORT

A. Update and Possible Action on Library Parking and Facility Expansion

This item will be discussed during the Trustee's meeting.

B. Discussion of future planning and community outreach

This item will be discussed during the Trustee's meeting.

C. Discussion of Redevelopment Agency Wall Street Working group. Draft of Norwalk Center neighborhood plan attached.

Mr. Knopp said that the RFP for the area bounded by Belden Avenue, Mott Avenue, Union Park and Byington Place was currently on hold. He referenced the Norwalk Center Neighborhood Plan information which was in the packet. Ms. Bradley said that the discussion she had attended focused on the utilization of the area around the Library and that she would keep the Trustees advised of developments. Mr. Knopp that there was a city wide parking study underway by the Parking Authority and the Library's parking needs are part of that study. He noted that he was on the Parking Study Task Force.

Ms. Noor asked for clarification of the relationship between the City of Norwalk and the Redevelopment Agency and the end goal of the project. Ms. Bradley explained that the Redevelopment Agency was a separate authority and was in charge of the Neighborhood Plan. This is part of an overall development plan. Discussion followed.

Mr. Knopp congratulated Mr. Cullen on his unsuccessful run for the Board of Education because it means he will continue to remain on the Library Board.

D. Library Monthly Status Report, Attached.

Mr. Knopp said that there would be a list of ongoing projects produced for the Trustee's information each month.

OLD BUSINESS

Mr. Knopp said that there was a resolution included in the packets about the volunteering from the last meeting. An additional paragraph was later deleted and this was included in the packet to show the final wording.

LIBRARY DIRECTOR'S REPORT
(Chris Bradley & Sherelle Harris)

A. November Dashboard (attached)

Ms. Bradley briefly reviewed the statistics that were included in the Information packet with the Board members.

B. New People counters being installed at branch and main

Ms. Harris reported that the old door counter was not working properly at the South Norwalk branch and a new one had been installed. This will improve the accuracy of the statistics in the future. The staff is in the process of getting one for the Main Library.

Ms. Bradley said that the number of visitors to the children's room had decreased this month, so they are reaching out to the pre-schools and elementary schools. This has increased those figures.

She added that the Public Library computer use is decreasing while the WiFi use has been increasing except for Sunday afternoons when every unit is in use. These are on-going trends.

Ms. Bradley said that she would like to get the Board's permission for the funding for a people counter at the back door and also to install a carpet runner at the door for safety reasons.

**** MR. BLOOM MOVED TO APPROVE AN ADDITIONAL PEOPLE COUNTER AND CARPET RUNNER FOR THE REAR DOOR FOR SAFETY REASONS.**

**** MS. NOOR SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

C. Update on Library activities & programs.

Ms. Bradley said that there was a list of programs available that include Zumba, aerobics, and Password. There will be an upcoming announcement about these various services and programs. Discussion followed.

There will be kids crafts and the programs will be from 1 to 5 on January 7th.

D. Review of NPL's 2018-19 operating and capital budgets.

Ms. Bradley then reviewed the details of the operating budget with the Board members. She said that they would like to give the part time librarians a modest raise.

The previous copier contract for the staff is ending. Currently the Library Board has been paying for the printing, but with the new contract, the printing costs will be part of the City's budget. She went on to describe other printing costs such as the information packets that are given to the new developments like the Avalon and Waypoint.

Mr. Knopp asked about the current Library Foundation account balance. Ms. Bradley replied that this budget was for 2018-2019. He also asked about the reduction in the Passport program. Ms. Bradley explained that this was the revenue the program brought in.

Ms. Noor asked about the back up documentation. Mr. Knopp pointed out that the general figures were included in the packet. Ms. Bradley said that when they go before the Board of Estimate and Taxation, they bring all the documentation for the presentation.

Mr. Cullen asked if there was flexibility to move the funding around once it has been approved. Mr. Knopp explained that they have to submit a request for approval for any transfers over \$5,000.

**** MR. CULLEN MOVED TO APPROVE THE OPERATING BUDGET AS PRESENTED.**

**** MS. WILLIAMS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Bradley spoke about the supporting documentation that generate the dashboard statistics.

Ms. Bradley then explained the Capital Improvement Project Budget had five priority projects and said that the first priority is the Pop Up Library. The second priority project is having the South Norwalk Library professionally painted because it is a historic building. Priority number 3 is the equipment for the Norwalk History Room, which would include a scanner, a printer that will be able to handle larger paper.

Project CO548 listed on the document is the digitalization of the Norwalk Hour. This portion of the project is extensive The Norwalk Gazette has been completed and the Sentinel is underway. Ms. Bradley said that the Library has been working on a budget about \$20,000 a year for the newspaper digitalization. She said that this project would be much larger and might need to be broken up into portions over a period of five years. The microfilms would be converted into digital format and will be searchable. Ms. Bradley said that the new quote had just arrived earlier in the week.

The Main Library Parking and Expansion project will be discussed during the Trustees' Meeting.

**** MS. MANN MOVED TO APPROVE THE CAPITAL BUDGET AS PRESENTED.**

**** MR. CULLEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

C. Greater Norwalk Literacy Volunteers (GNLV) at Norwalk Public Library

Ms. Harris spoke about a recent gathering and said that there was a good turn out for the GNLV gathering.

NEW BUSINESS

Mr. Hamilton asked about the mobile library. Ms. Bradley said that the mobile library was actually the pop-up library that had been mentioned earlier.

Ms. Bradley said that there would be a big luncheon for the staff on Tuesday, the 19th. Tote bags with the new logo have been ordered. She encouraged any Board member that could attend to do so.

ADJOURNMENT.

**** MR. CULLEN MOVED TO ADJOURN.**

**** MR. BLOOM SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:44 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services