

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
MAY 10, 2018**

ATTENDANCE: Alex Knopp, Chairman; Jannie Williams;  
Thomas Cullen; Ralph Bloom

LIBRARY STAFF: Christine Bradley, Director

GUEST: Tyrone McClain

**1. CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:15 p.m. and noted that members were in attendance as listed above and there was a quorum present.

Mr. Knopp introduced Mr. McClain and said that he will be appointed to the Library Board of Directors at a forthcoming Common Council meeting.

**2. ADDITIONS TO AGENDA**

There were no additions to the agenda.

**3. PUBLIC COMMENTS**

No members of the public were in attendance.

**4. APPROVAL OF MINUTES OF APRIL 12, 2018**

- \*\* MS. WILLIAMS MOVED TO APPROVE THE MINUTES AS AMENDED.**
- \*\* MR. CULLEN SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

## **5. PRESIDENT'S REPORT.**

### A. Building Management Monthly Report

No discussion.

### B. Follow-up Discussion of Anti-Opioid policies re staff training and community education

Mr. Knopp said as he discussed at the last meeting people who are addicted to opioids sometimes end up in public libraries and therefore it is important to have training of library staff to be able to administer Narcan or other anti-overdose medications. He said that he had requested that Ms. Bradley contact the Health Department regarding training. Ms. Bradley reported on her discussions with the Health Department and said that the Health Department is going to schedule voluntary training to the library staff. She said that they had previously distributed Narcan kits with the training but it is also available from the pharmacies without a prescription. Mr. Knopp said that if anyone comes across articles regarding opioid abuse and the impact on public agencies that they be forwarded him or Ms. Bradley.

### C. Outdoor book drops

Mr. Knopp said that the outdoor book drops are a need for the public to access library services. Ms. Bradley said that for some time the South Norwalk Branch has wanted an outdoor book drop because they are so tight on space and it would allow them to be able to use the inside space that is currently being used for a book drop for other purposes. She said now that there is a nice parking lot at the main branch she would also like to put one at the exit so that people can drop their books on the way out, and it would be very good for the elderly and for people who have children. She said that the problem is they are not budgeted for and the cost is \$6,100 each, and she is proposing that the Friends could purchase one of the book drops and the Library Board purchase the other. Otherwise, we will have to wait until the next year's capital budget. Mr. Knopp said that one of his concerns is when the gates are installed in the parking lot how people would access the box without having to pay for parking, and he has requested that Ms. Bradley contact the First District Water Department to see if they would allow the installation of the book drop in the turnaround area of their parking lot. There was further discussion ensued and it was decided that Mr. Cullen would contact Mr. DiGangi to let him know that Ms. Bradley will be contacting him to schedule a meeting. Mr. Knopp asked Mr. Bloom if the Friends would be willing to fund one of the book drops. Mr. Bloom said that he believes so and that the ongoing book sales have been steady which are now devoted to capital projects and is not to ongoing programs at the library. Mr. Knopp asked if anyone from Building Management had looked at the South Norwalk branch to determine where the book drop can be placed. Ms. Bradley "no" but that she will contact Mr. Lo.

### D. Parking Lot signage request

Mr. Knopp said that he has requested that the Traffic Department within the Department of Public Works install additional entrance signs in the new parking lot. Mr. Bloom said that when they installed the exit on the Mott Avenue side there is not quite a full parking space at the end, but it is enough space for a small car and suggested that space be hatched so that no one parks there to avoid an accident.

## **6. ADMINISTRATION REPORT**

Ms. Bradley said during the last week of the Parking Authority will be meeting with library staff who park in the Yankee Doodle Garage to see if they can find a better way for people to get from the garage to the library and the Wall Street Theatre.

### A. NPL Statistics as of March, 2018

Ms. Bradley reported and pointed out the continuous drop in circulation of materials that has been seen in the last couple of years seems to have leveled off this year, but at the same time the downloads are increasing as well as the Wi-Fi. She said meeting room bookings are up at both branches as well as passports and she had estimated the passports would generate \$14,000 in revenue and year to date has generated \$19,000.

### B. Plans for MakersSpace at the main library

Ms. Bradley said that staff would like to move the Makers Space/Innovation Center and that there is a group of staff that is interested in the Innovation Center and that the next planning meeting is scheduled for May 24, 2018. Mr. McClain asked if it will be available on a first come first serve basis. Ms. Bradley said it will be a little of each and that the Librarians teach tech classes which will be taught in that space and they will reserve the space, but the rest of the time it will be available to the public. Mr. McClain asked how the space can be reserved. Ms. Bradley said reservations are available online.

### C. Traffic Graphic update

Ms. Bradley presented the draft sketch and said the poem will be painted on either side of the traffic box and the art work will be on the other side which will face the street and library lawn. Ms. Bradley said that the final sketch will be presented in July.

### D. Discussion of concept of Friends café

Ms. Bradley said when the book sales are held that a temporary café is open and the person who does that would like to set up a permanent Friends café in the library and she will be presenting a proposal. She said that they had a preliminary discussion with the Health Department to see what will be required.

Ms. Bradley said that she received a nice letter from Senator Duff thanking us for appearing at Norwalk Day at the State Capital.

Ms. Bradley said as part of the Sounds of Summer Series the library has been participating in First Fridays and on June 1<sup>st</sup> we will be having food trucks to kick off the concert series, and that there are six concerts scheduled for the summer. She said that Mr. Serasis has received donations from Discala, Tough Lawn and the Banc House to fund the series.

E. Report on Visit of U.S. Poet Laureate to Norwalk

Ms. Bradley reported on the visit from the U. S. Poet Laureate and said that she had visited Norwalk Community College and she was very inspiring, and it was a wonderful night for Norwalk. She said that she had also visited Norwalk High School and Brien Mc Mahon.

**7. OLD BUSINESS**

- a. LitVol Advisory Committee recommendations- Tabled to June meeting

**8. NEW BUSINESS**

There was no new business discussed.

**9. ADJOURNMENT OF DIRECTORS MEETING**

- \*\* MR. CULLEN MOVED TO ADJOURN THE MEETING.  
\*\* MR. HAMILTON SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Dilene Byrd  
Telesco Secretarial Services