

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
JUNE 14, 2018**

ATTENDANCE: Alex Knopp, Chairman; Jannie Williams; Ralph Bloom; Mary Mann;  
Moina Noor; Taber Hamilton

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

**1. CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:35 p.m. and noted that members were in attendance as listed above and there was a quorum present.

Ms. Bradley said that they had high school interns for the second year in a row from Brian Mc Mahon High School and that it is always a delight to have them. She said this year they made You Tube videos to advertise some of the Library programs and she presented the videos to the Board.

**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 MAY 10, 2018**

**\*\* MS. WILLIAMS MOVED TO APPROVE THE MINUTES AS AMENDED.  
\*\* MR. BLOOM SECONDED THE MOTION.  
\*\* THE MOTION PASSED WITH TWO (2) IN FAVOR AND TWO (2) ABSTENTIONS-  
MS. MANN AND MS. NOOR.**

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

a. Building Management Monthly Report

There was no discussion.

b. SONO Branch Parking Lot Lighting

Mr. Knopp said that he has received an email from Alan Lo in response to Councilman Simms email regarding the insufficient lighting in the SONO branch parking lot. He said that he had stated that he has done an inspection of the lighting and found one fixture was not working and he thought Mr. Lo was very responsive to the concern. Ms. Mann said while she appreciates that Mr. Lo was responsive she has been stating her concerns regarding the lighting since last year, and that Mr. Lo has only addressed the exterior but there are serious issues on the interior, and while she has not yet responded to Mr. Simms email she will and that she did leave a message for him stating that she had requested this a long time ago and because it's SONO no one is doing anything and she has a major problem with this. Mr. Knopp said that he was not aware of the lighting problem outside and that he tries to be diligent about the SONO branch issues. Ms. Mann said that Mr. Sgobbo of Building Management is aware and had chosen not to do anything about it.

c. Other

Mr. Knopp said that if a location has been determined for the book drop off and the lawnmower storage facility. Ms. Bradley said that they are working on getting the container for the lawnmower and gasoline storage facility, and it will be placed by the fence next to the generator. She said they have not yet discussed the book drop off but that the first one should go to the SONO branch because they have the location where it will be placed, and the location at the main branch won't be determined until the gates to the new parking lot are installed.

## **6. ADMINISTRATION REPORT**

a. NPL Statistics as of April, 2018

There was no discussion.

b. Plans for MakersSpace at the main library

Ms. Bradley said that progress is being made on the Makers Space but that it won't be completed until the fall. Mr. Knopp asked why it won't be completed until the fall. Ms. Bradley said because there is a 20% reduction in the cost on the equipment if ordered in the fall.

c. June 7 City Hall Opioid Training

Ms. Bradley said that five employees had attended the training and that they have a NarCam kit on all floors at the main branch. She said that no one from the SONO branch has yet had the training due to them being short staffed. Mr. Knopp recommended asking the Health Department if they have any interest in sponsoring a public information session at the Library about the issue.

d. Discussion of concept of Friends café

Ms. Bradley suggested that the vendor retro-fit the space and provide a capital outlay and have the vendor solely run it and ask for proceeds after a certain period of time. She said that she will present an official proposal to the board prior to the RFP going out. Mr. Knopp said that the plan will need to be a comprehensive plan and include of the costs that will be associated with the café.

e. Main Library parking lot gates to be installed June 12-19

Ms. Bradley reported and said that the gates will be installed next week and staff will be trained to validate the cards for library patrons. Mr. Knopp said he would like a press release done prior to it becoming operational and he requested that Ms. Bradley send him the date that the lot will be operational. Ms. Noor asked if the gates were part of the agreement. Mr. Knopp said "yes" and the agreement is with the Parking Authority.

f. Donations from Fairfield County Bank

Mr. Bloom said that they have received conference room furniture and have expressed interest on other pieces and are waiting on the banks decision if they will be getting rid of it because they are not moving out completely. He said that the idea is it is worthwhile to get the furniture because we need to maintain the Library building in the best possible manner, and the more we can upgrade and the more services we can offer the better we look at that is the objective. Mr. Knopp thanked Mr. Bloom for establishing the relationship the bank and that Ms. Bradley has discussed with Ms. Williams shifting some of the cash reserves to them as a way to thank them.

g. Art donation request

Ms. Bradley said there is a woman that has been a patron of the Library and wanted to donate two paintings that she had done. She circulated the art that she would donate and one was of a seascape and the other was of President Trump. Mr. Knopp asked if they would need to be displayed. Ms. Bradley said “yes”. There was discussion ensued and it was decided to accept the seascape art and that as part of the Library Exhibit Policy political figures would not be accepted.

h. Revision of Circulation Policy

Ms. Bradley said the policy was approved just over a year ago and that staff has made some clarification, and that there was an unfortunate incident where library staff refused to issue a library card to a student who had come home from college and did not have the required identification. She said that the incident has been corrected but that it should not have ever happened and that in the policy under the temporary cards section on page 4, they have included the language that a temporary card will be issued and take out two books and once the required identification is presented they would revive a permanent card.

**\*\* MS. MANN MOVED TO APPROVE THE REVISIONS TO THE CIRCULATION POLICY**

**\*\* MR. BLOOM SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **7. OLD BUSINESS**

a. LitVol Advisory Committee recommendations

Ms. Harris presented the report on LitVol and said that she and Ms. Noor had put it together for the transition of it being a board supported program to a Library department and the volunteers were very happy that it is part of the department. She said the GNLV office had old materials dating back to the 1970's and have cleaned out and now have books and materials that reflect the current tutors' and students' needs. She said that they are also updating the powerpoint to include basic information about the program, and a three part training program that will include mandatory monitoring of existing classes before any prospective tutor is given a class. She said that most other programs are receiving state funding and are required to provide periodic assessments of the student and even though we are not in that position GNLV staff, and tutors have agreed to formally assess student one to two times annual until the students transition out of the program. She said that basic literacy will begin January at the there are tutors already set

up for that, and that there are training classes for tutors and that she has spoken with Margie Gillis of Literacy How and Tristian Fields of Higher Education Literacy Professionals and they will train ESL and basic literacy tutors in teaching methods from ESL from September through December. She said that some of the tutors have agreed to teach just the citizenship test prep. She said the next steps are to catalog the GNVL office books for formal access to students, tutors and general public; finalize revamped tutoring training; tutor training to teach to the TESOL test, put together a vetted list of citizenship resources for tutors; debrief with tutors after the completion of the teaching methods training; begin basic literacy classes in 2019. Ms. Noor said in the transition period try to foundation towards a great program and look forward to regular updates on the program. She also suggested partnering with the Board of Education. Ms. Noor asked if Ms. Gillis is providing her services for free. Ms. Harris said “no” and that she will be paid out of the grant. Mr. Knopp asked now that the program is separate if the board felt that a separate advisory board to help Ms. Harris is needed. It was the consensus of the board that an advisory board is not needed at this time.

### **8. NEW BUSINESS**

There was no new business discussed.

### **9. ADJOURNMENT OF DIRECTORS MEETING**

**\*\* MR. BLOOM TO ADJOURN THE MEETING.  
\*\* MR. HAMILTON SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8: 35p.m.

Respectfully submitted,

Dilene Byrd  
Telesco Secretarial Services