

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
JULY 12, 2018**

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

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

**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.

**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 JUNE 14, 2018**

**\*\* MR. BLOOM MOVED TO APPROVE THE MINUTES.**

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

**\*\* THE MOTION PASSED WITH (6) SIX IN FAVOR AND (1) ABSTENTION. (MR. CULLEN)**

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

- A. Welcome for new Board member Tyrone McClain

Mr. Knopp said that Mr. McClain's appoint has been approved by the Common Council.

- B. Building Management Monthly Report (Attached)

There was no discussion

- C. Approval for Special Capital Approp. Request for Pop-Up Library

Mr. Knopp said that the request for \$75,000 for the Pop-Up Library was not approved because there were capital monies that had not been expended, and that an agreement has been made that we would turn back some of the unspent capital funds in exchange for the approval of the special capital appropriation for the Pop-Up Library. He said the reason it is being done as a special appropriation rather than a regular capital appropriation next year is because it would not be finished in time for use over the summer. He said there have been very good articles in the paper recently regarding efforts from the Board of Education and others do deal with the "summer slump" that sometimes happens and the Pop-Up Library would be a great way to participate in the city's efforts to minimize the "summer slump". He also said that they have applied for several foundation grants but were not successful but hopes by applying for the special capital appropriation it will generate interest and support.

**\*\* MR. CULLEN MOVED TO APPROVE THE SPECIAL CAPITAL BUDGET REQUEST SUBMISSION FOR THE POP-UP LIBRARY.**

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

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

- D. Approval of cancellation of August Board Meeting

**\*\* MR. CULLEN MOVED TO APPROVE CANCELLING THE AUGUST MEETING.**

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

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

## **6. ADMINISTRATION REPORT**

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

Ms. Bradley reported and said the attendance is holding up very well and will have had approximately 640,000 attendees for fiscal year 2017-18. She said that the use of the public computers has decreased significantly each year for the past five years, and in the Main Library they will be installing comfortable seating in the floor space and will have Laptops that can be checked out for use in the Library.

### B. Main Library parking lot gates

Ms. Bradley said that the Parking Authority is having a problem with the credit card reader but the equipment has been delivered and the staff has been trained. Mr. Knopp said that he would like a press release to be done once the gates are operational and he prefer it come from Parking Authority. Ms. Harris suggested that a sidewalk be installed in the new parking lot for safety.

Ms. Harris said that there is a smart TV at the Main Branch and it is portable and staff is recommending purchasing one for the SONO Branch.

### C. Traffic Graphic update

Ms. Bradley said that staff has done some work around the traffic box to make it more visible. She also mentioned to the artist the request to have the colors bolder so that it will be visible from the road. She said that the project should be completed by the end of the month and that it will be a nice addition. Mr. Knopp suggested holding a ceremony once the project is complete.

### D. Update on Redevelopment Agency's Wall Street Planning Process

Ms. Bradley said there will be a meeting held on July 17, 2018.

### E. Report from ALA 2018 annual conference

Ms. Harriss said that she will provide a report from the ALA 2018 annual conference at the September meeting.

Ms. Bradley said that the Norwalk Hospital had done a beautiful project in the History Room and it is on display and suggested that the Library also do one.

## **7. OLD BUSINESS**

### a. LitVol Advisory Committee recommendations

Ms. Harris said there are two people coming to do the community development from October through December. Ms. Bradley said that Ms. Harris does a report each month on the Literacy Volunteers and suggested it be included in the Board package going forward.

## **8. NEW BUSINESS**

There was no new business discussed.

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

**\*\* MR. CULLEN MOVED TO ADJOURN THE MEETING.  
\*\* MS. MANN SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Dilene Byrd  
Telesco Secretarial Services