

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
CARNEGIE ROOM
SEPTEMBER 13, 2018**

ATTENDANCE: Alex Knopp, Chairman; Ralph Bloom, Tabur Hamilton;
Patsy Brescia, Mary Mann, Jannie Williams, Tom Cullen

STAFF: Christine Bradley, Director; Sherelle Harris

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:00PM. A quorum was present.

2. ADDITIONS TO AGENDA

There were no additions to the agenda.

3. PUBLIC COMMENT

No one from the public attended.

4. APPROVAL OF MINUTES OF THE JULY 12, 2018 MEETING

**** MR. BLOOM MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** MR. CULLEN SECONDED THE MOTION**
**** THE MOTION PASSED UNANIMOUSLY WITH ONE (1)**
ABSTENSION (MS. BRESCIA)

5. PRESIDENTS REPORT

a. Dedication of Main Library Traffic Graphic

Mr. Knopp said the dedication of the traffic box was held today and that the artist had attended. He said that it is a very attractive visual reminder of the role of the library and the Wall Street community.

b. Building Management Monthly Report (attached)

There was no discussion.

c. Funding for PopUp Library

Mr. Knopp said that a special capital request has been made for \$75,000 for the Popup Library, and it will go before the Board of Estimate and Taxation for approval on October 1, 2018.

d. Review of planning survey

Mr. Knopp said that they are planning the launch the planning survey that was discussed at the July meeting, and a date will be scheduled with Ms. Bradley on when to invite the consultants. He said that it would be very helpful if any member of the board who are members of any organizations could review and fill out the questioner because it would be very helpful, and he is trying to get as large of a response as possible. Ms. Brescia asked if the survey will be posted online. Mr. Knopp said “yes”

- e. “To Restore Civil Society, Start with the Library”.

Mr. Knopp discussed the article and said it was a very powerful article and it has an unusually wide commentary for an article about libraries.

Mr. Knopp said that the original signage that was installed by the Norwalk Parking Authority was very confusing because it had indicated that there was a charge for library parking lot and didn't highlight that it was not free to library patrons. He said that he had asked them to change the sign which they had done last week and it is very clear. He asked if there is an update from the Parking Authority staff on any of the other issues that were raised regarding the lot. Ms. Bradley said “no”.

6. ADMINISTRATION REPORT

- a. NPL Statistics as of June 30, 2018

Ms. Bradley reported on the year end statistics and said that the door count and library cards are increasing. She said that the reference transactions are dropping off but that there is an increase in the Spanish reference transactions. She said that the circulation of material has gone from 500,000 to 400,000 but the download of materials is trending up. She said that the meeting room bookings have gone from 2,000 to 3,000 over the past five years, and that the adult programs have also increased. Mr. Knopp said that the variety of programming is superb. Ms. Brescia said that the decrease in elementary is interesting and asked if that could be a glitch in the statics rather than fact. Ms. Bradley said that could very well be and she will look into that. Ms. Bradley said that the public computer use is dropping but the use in Wi-Fi is increasing and that is why space needs need to change because the Wi-Fi use is fabulous but there are not places to go and study and use it. She said that they currently have laptops and Chromebooks that can be checked out for use in the library and that they will be purchasing additional ones. Ms. Bradley said that the attendance in the History Room has also increased lately.

Mr. Bloom said that the largest request has been from the Norwalk Hospital regarding the expansion and he has provided a lot of the background information that they did not have and what is great about it is when they complete their report we will be provided a copy so we will be able to record it.

b. September 23 History room event

Ms. Bradley cordially invited the Board to the History Room event and said that it will be held on September 23, 2018. She provided an overview of the event and said that there will be proclamations and will introduce the museums restructuring committee.

c. Report from Future of Library Design conference

This item was tabled until next month's meeting.

d. Preliminary 2019-20 cap and operating budget

Ms. Bradley discussed the budget process and said that they have had great success with passports and that is something that no one had asked them to do and they have been doing it with library staff and estimate that they will bring in approximately \$63,000 in fiscal year 2019-20, which goes directly back to the city as well as the fees for overdue fines of approximately \$60,000. She suggested stopping the overdue fines or overdue fines just for children since we are providing the new source of revenue with the passports. She said that there has been a lot about the overdue fines in the library press lately and that the collection of the fines is time consuming and it is also a barrier to usage. Ms. Brescia asked why the city would agree to the lost revenue. Ms. Bradley said because it is be substituted with the revenue from the passports that they never had before. Mr. Knopp suggested requesting a part time position to help with the passports. Ms. Brescia also suggested adding a Notary to the library and said that

it would be a fabulous service for people which would also add additional revenue. Ms. Bradley said that is done currently by appointment.

Ms. Bradley discussed the capital budget request and said that she and Ms. Harris have worked on it but have not yet ranked it but when the actual budget gets submitted it will need to be ranked and the board will be a part of that process. Mr. Knopp said at some point as a Board we will need to determine our internal sense of priorities to move ahead with the next phase and suggested scheduling a special meeting. Ms. Brescia suggested that be held prior to the beginning of the budget process for next fiscal year.

- e. ALA grant for Great Stories in partnership with Family & Children's Agency

Ms. Bradley said that they have received an ALA grant and it is for a book discussion with underserved teens and they had received all the books for free as well as training for staff.

- f. Library café RFP

Ms. Bradley presented the first draft of the RFP and said that she has sent it to the Purchasing Department for review and they will be sending out once it is finalized. There was further discussion ensued and it was decided that the Board will authorize defining the RFP with the Purchasing Department but is not authorizing it to go public until the Board has seen the final draft of the RFP.

- g. 2018-19 Holiday schedule

Ms. Bradley said that both Christmas and New Year's Day fall on a Tuesday and the library would be open Sunday and Monday and suggested closing the library of opening for a half day on Monday for Christmas to be sympathetic to staff. Ms. Brescia suggested the library follow the schedule of City Hall. Mr. Knopp said that he would

support being open a half day on the Monday before each of the holidays and suggested that Ms. Bradley contact the Personnel Department.

7. OLD BUSINESS

Mr. Knopp requested an update on the open items for the parking lot at next month's meeting.

8. NEW BUSINESS

There was no discussion.

9. ADJOURNMENT OF DIRECTOR'S MEETING

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

The meeting adjourned at 8:30PM

Respectfully submitted,

Dilene Byrd

Telesco Secretarial Services