

**FCITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
OCTOBER 11, 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 7:10 p.m. and noted that members were in attendance as listed above and there was a quorum present.

**2. ADDITIONS TO AGENDA**

Mr. Bloom requested to add the property that is for lease at 3 Belden Avenue.

**3. PUBLIC COMMENTS**

No members of the public were in attendance.

**4. APPROVAL OF MINUTES OF SEPTEMBER 14, 2018**

**\*\* MS. WILLIAMS MOVED TO APPROVE THE MINUTES.**

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

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

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

A. Building Management Monthly Report (attached)

There was no report given.

B. Review of planning timeline

Mr. Knopp said that a community survey was launched last week and it had good publicity coverage and to date have gotten a very positive response rate. Ms. Bradley said that almost 900 responses have been received. Mr. Knopp said that they have gotten the Board of Education to agree to send out the survey to all of the parents in the Norwalk school system, and in addition Ms. Bradley has been working with the Board of Education to get a couple classes of seniors to respond to the survey, and he has been trying to work with Mary Yorden to have the teachers union issued the survey. He asked that the board members to have one group that they can encourage taking the survey. Ms. Mann asked what the time frame is to take the survey. Mr. Knopp said through November and that it is also available on-line and on the libraries website.

Mr. Knopp said the consultants are starting to put together ideas for focus group discussions after the survey has been completed and that one focus group has been scheduled with both branches of the library on November 14<sup>th</sup>.

C. Review of PopUp appropriation

Mr. Knopp said that a special appropriation was submitted for a request for \$75,000, and most of the funds will go towards the vehicles, and that approximately \$5,000 will be set aside for stocking the vehicle. He discussed the approval process and said that the final approval will be from the Common Council and the goal is to have the PopUP Library up and running by April, 2019.

## **6. ADMINISTRATION REPORT**

A. NPL Statistics as of January 30, 2018

The item was tabled until next month.

B. Report from American Library Association conference

Ms. Harris reported and said that there were quite a few exciting things that went on but she had concentrated and one was the DOGO Library which will increase the awareness of the physical and digital assets in the schools, and that the goal is develop stronger library connections with the K-12 schools. She said that if they agree the library information will be available on their website and they would no longer have to come to the library to put a book on hold. Ms. Brescia asked what the cost would be. Ms. Harris said it would depend on what portions of the program we would want the pricing for the 19 schools would be \$9,831 to \$26,216.

Ms. Harris said they had discussed how the construction process works and how to control the costs.

C. Library café' RFP

Ms. Bradley presented the RFP and said once the board reviews and approves the RFP it can go out onto the street. Mr. Knopp said it would be his preference not to act on it now because the board has not had a chance to review it and suggested a special board meeting by phone next week for discussion.

**\*\* MR. KNOPP MOVED TO TABLE THE ITEM.**

**\*\*MR. CULLEN SECONDED THE MOTION.**

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

D. 2018-19 Holiday schedule & November 14 closing/focus group

Ms. Bradley said that the Christmas and New Year's holiday falls on a Tuesday and staff is proposing closing the libraries at 1:00PM on the Monday's prior to the holiday, and to close the library at 5:30PM on the Wednesday prior to the Thanksgiving holiday. There was further discussion and it was decided that it is a reasonable request.

**\*\* MR. CULLEN MOVED TO APPROVE THE CHRISTMAS, NEW YEARS AND THANKSGIVING SCHEDULE AS OUTLINED BY MS. BRADLEY.**

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

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

Ms. Bradley said that the main library will be closed on November 14<sup>th</sup> from 9:00AM-2:30PM for the work on the generator. She said that the full-time staff will be going to the community room at the branch and the consultants have the focus group. She said she would also like to arrange a focus group for the part-time staff on a future date. Mr. Knopp requested that as much publicly is done as possible for the library closure.

E. October 25 Volunteer Luncheon

Ms. Bradley invited the board members to the volunteer luncheon on October 25, 2018.

Ms. Bradley said that she received a request from the Principal at Jefferson School to use the library as an evacuation site. She said that every school has to make a plan and this would only be for dire emergencies and they have 560 students and 75 staff and a group of 10 teachers will be look over the facility and make a formal proposal. Mr. Knopp said that it sounds reasonable but requested to clarify what would is being proposed as an evacuation going forward. He also requested that Ms. Bradley contact Ms. DeLuca to see if there is an evacuation plan for all of the schools. Ms. Mann requested the capacity of the library.

### **7. OLD BUSINESS**

Mr. Bloom said that the book sale will be held on October 25<sup>th</sup> from 3:00PM-7:00PM and will start with just the children, and on Friday, October 26<sup>th</sup> will be staff day and Saturday, October 27<sup>th</sup> is open to the public.

### **8. NEW BUSINESS**

Mr. Bloom said that he had noticed a sign stating that the building at 3 Belden Avenue is for lease and said that this is the time to approach the district about acquiring the lot just to have it secured because this building is very crowded. Mr. Knopp requested that Ms. Brescia and Mr. Cullen research it and report back to the board.

### **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 8:20 p.m.

Respectfully submitted,

Dilene Byrd  
Telesco Secretarial Services