

**CITY OF NORWALK PUBLIC LIBRARY BOARD OF
DIRECTORS MEETING NOVEMBER 8, 2018**

ATTENDANCE: Alex Knopp, Chairman; Jannie Williams; Mary Mann; Moina Noor;

Thomas Cullen; Ralph Bloom; Taber Hamilton; Tyrone McClain

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

**1. CALL TO
ORDER**

Mr. Knopp called the meeting to order at 8:05 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 OCTOBER 11, 2018

**** MR. CULLEN MOVED TO APPROVE THE MINUTES. ** MS. MANN SECONDED THE MOTION. ** THE MOTION PASSED WITH (7) SEVEN IN FAVOR AND (1) ABSTENTION. (MR. MCCLAIN)**

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5. PRESIDENT'S REPORT.

A. Building Management Monthly Report (Attached)

There was no discussion

B. Report on Pop-Up Appropriation

Mr. Knopp said that the Board of Estimate and Taxation, the Planning Commission and the Common Council have all approved the special capital appropriation for the Pop-Up Library. He said that the funds include monies to outfit the Pop-Up, and that the Purchasing Department is now in the process of determining if there are other comparable Pop Up's that may be available and if so the item will go out to bid and if not it will be done as a sole source item. He said the goal is to have the Pop-Up Library operational by April.

C. Adoption of 2019 Board Regular Meeting Schedule (2nd Thursday of each month)

Mr. Knopp said that they are required each year to adopt the regular meeting schedule.

**** MR. BLOOM MOVED TO APPROVE THE MEETING SCHEDULE.
** MS. CULLEN SECONDED THE MOTION. ** THE MOTION
PASSED UNANIMOUSLY.**

6. ADMINISTRATION REPORT

A. NPL Statistics 2014-2018

Ms. Bradley reported on the statics and said of note the increases in the five year period that book circulation is down but other factors are up including the population of the city.

B. Report on DOGO

Ms. Harris reported and said that she and Ms. Bradley had met with a small group of librarians and they really liked the idea. Ms. Harris provided an overview of DOGO and said that DOGO is fully integrate with Google classroom and they could adopt our languages, and that 8.5 million teachers and children visit their site per month and has over 300,000 curated book reviews by children and the site is very safe. She said the catalog would feature the holdings of the Norwalk Public Library and the Norwalk Public Schools and it will only show children's and teen material. Ms. Noor asked if this would be link from all the schools websites. Ms. Harris said "yes" and all they would need to do is log in with their public library card. Ms. Noor asked if it is geared towards elementary school children. Ms. Harris said it is geared towards elementary and middle school children. Ms. Harris said that DOGO is 100% COPPA compliant, and that they done this with five other districts and they are happy to sign in with Norwalk Public Schools. Mr. Knopp asked what the cost is. Ms. Bradley said that the fee would be covered under the subscription portion of the operating budget. Ms. Harris said it is a nice collaboration with the schools. Mr. Knopp said that one of the goals for the year was to improve the collaboration with the public schools and this is in line with that and asked if any feedback has been received by them. Ms. Harris said the school librations love it. Ms. Mann asked if they have met with any administrators from the Board of Education in order to get the final approval. Ms. Harris said that she has spoken to two of the board members and they are in favor of it. Mr. Knopp requested the item be included on the next agenda as a follow up.

C. Update on holiday closing schedule

Ms. Bradley said that she has followed up with the Mayor and said that the Library Board was in favor of closing the Libraries at 1:00PM on the eves of the holidays but she has not yet received a response back as of yet.

7. OLD BUSINESS

A. Library café?

Ms. Knopp said that approval of the item is just to put out the RFP and that the responses can be evaluated. He said in the survey that was done the number one item for improvements that the public would like to see are a café and or coffee shop. Mr. McClain asked if the vendor would need to have liability insurance and would the city be responsible. Ms. Bradley said that the vendor would be responsible for having liability insurance. Mr. McClain asked if the Board decides to proceed with the café if it

would also need to be approved by the Common Council. Mr. Knopp said “yes”.

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**** MR. MCCLAIN MOVED TO APPROVE ISSUING AN RFP FOR A LIMITED CAFÉ SERVICE AT THE LIBRARY. ** MR. CULLEN SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

8. NEW BUSINESS

Mr. Knopp said that he had visited the South Norwalk Library on Saturday and they had four plays in one hour and it was a nice production. He completed Ms. Harris for leaving a packet of information on each chair regarding library programs. He also said if any board members attend any library programs to let staff know that they are there.

Ms. Harris presented an overview on the conference of librarians that she had attended and discussed how the construction process works and how to control the costs. Ms. Harris said that

she will forward the information to the board members and also include it in next month's agenda package.

**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 8:35 p.m.

Respectfully
submitted,

Dilene Byrd Telesco
Secretarial Services

F I N A L