

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
DECEMBER 13, 2018, 7:00 PM  
CARNEGIE ROOM**

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; Tom Schadlich,  
Director of Library Automation  
CONSULTANTS: Leslie Burger, Alan Burger

**1. CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:05 p.m. He started the meeting with #6 on the agenda, 2019-20 NPL Technology Plan.

**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 NOVEMBER 8, 2018**

Minutes of November 8, 2018 were approved as submitted.

**5. PRESIDENT'S REPORT.**

At 7:30, President Knopp moved to #4A on the agenda of the NPL Foundation Board of Trustees, Review of Planning Process with consultants from Library Development Solutions. (See minutes of December 13, 2018 NPL Foundation Board of Trustees Meeting).

**6. ADMINISTRATION REPORT**

**2019-20 NPL Technology Plan**

Tom Schadlich introduced the Technology Plan which was attached to the December 13, 2018 agenda. He explained that the annual Technology Plan is required by the CT State Library for E-rate reimbursement. (E rate is a federal program that reimburses schools and libraries for certain expenditures on telecommunications. NPL will receive \$16,000 in E-rate funding this year.

Tom reviewed the highlights in the plan.

Major updates to NPL's ILS (Integrated Library System) Sierra

NPL is now on the city's printer and copier contract so the Library Foundation no longer has to pay for the administrative copiers.

Digitization of the *South Norwalk Sentinel* is complete.

The promotional TV screens in the main library's lobby and at reference have been hard wired for a more stable connection.

New microfilm reader installed in the History Room.

The Studio One makerspace in the main library is under construction.

City IT refreshes 30 new computers for the library every year.

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In 2019 Sierra will migrate to the cloud using AWS (Amazon Web Service) and support will be reduced to \$8000/yr and we do not have to replace the Sierra server at a cost of \$25,000. City IT will move NPL's Pharos server from the main library to the city's server farm. Next year, new coin stations will accept credit cards.

The Board approved the 2019-20 Technology Plan as submitted.

Mr. Knopp presented Tom Schadlich, who will retire at the end of December, with a Certificate of Appreciation for his 16 years of service to NPL.

### **2019-20 Operating and Capital Budget Proposals**

Ms. Bradley reviewed the Operating Budget. The significant changes to the 2018-19 operating budget were: a \$1/hr. increase for PT Library Assistants (from \$18/hr. to \$19/hr) and PT Library Clerks (from \$16/hr. to \$17/hr.); staff to open the main library on Friday nights in FY 2019-20; and the purchase of a PA system for the SoNo branch library.

Ms. Harris reviewed the Capital budget projects in priority order.

#1 GNLV (Greater Norwalk Literacy Volunteers) Abatement/Renovation

Ms. Harris explained that she has worked with City Building Management to derive the total of \$95,950 for the project.

#2 SoNo Branch Repurposing

This is a continuing project finishing up the \$55,000 budgeted this year (and requesting \$93,950 in 2019-20). The reading rooms will be upgraded. SNEW will pay for half of the lighting upgrade.

#3 Drive-up/curbside book drops for both libraries. This was the second most requested improvement (after a café) in our survey. \$11, 959 is the request.

#4 Continuation of the Norwalk Newspaper Digitization Project. Cost for 2019-20 will be \$10,000. President Knopp noted that he has asked *The Hour* to contribute funds for this project.

#5 Main Library Parking and Expansion. President Knopp noted that leases are coming due sooner than expected, so the timetable to purchase the property under option is accelerating. This project (\$4.5 million) is a marker to hold discussions with the city.

Both the Operating and Capital Budget proposals were approved as amended.

### **7. OLD BUSINESS**

No old business.

### **8. NEW BUSINESS**

No new business.

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

The meeting adjourned at 9:00 pm.

Respectfully submitted,  
Christine Bradley, Library Director