

**CITY OF NORWALK  
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
JANUARY 10, 2019**

ATTENDANCE: Alex Knopp, Chairman; Mary Mann; Ralph Bloom; Taber Hamilton;  
Patsy Brescia; Tyrone McClain

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

**1. CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:05 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 SEPTEMBER 14, 2018**

- \*\* MR. BLOOM MOVED TO TABLE THE MINUTES.**
- \*\* MS. MANN SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

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

A. Building Management Monthly Report (attached)

There was no report given.

B. Norwalk Redevelopment Agency West Avenue- Wall Street Plan, January 2 NON Article attached.

Mr. Knopp said that there was a meeting held this week by the Redevelopment Agency regarding the Wall Street area plan. He said he was unable to attend but the two aspects of the meeting were whether the destination of a blighted area was justified and whether or not the innovation district grants are justified. Ms. Brescia said that green space and walker friendly sidewalks were also discussed. Ms. Bradley said that they need to be conscious on how important greenery is in both construction and green space in this neighborhood when planning for the update on the Library. Mr. Knopp said that the plan is going back for additional work but that the plan does not interfere with the future plan for the Library but does not help it along either. He said that a number of very good points were made in the Nancy on Norwalk comments.

C. ACTION- APPROVE RFP PROPOSAL FOR LIBRARY CAFÉ'

Mr. Knopp said there has been a lot of interest for a café' in the Library and that it was the number one request. He said that the RFP had gone out and one response came back and was validated by the Purchasing Department. Mr. Knopp asked if Building Management had done a walk through to go over the space. Ms. Bradley said "yes" and they had pointed out what would be needed because the vendor will be responsible for the cost build out. Ms. Brescia asked if there is anything in the contract that states if the vendor doesn't stay that whatever is used for the build out stays at the Library and if not there should be language included that defines that one way or another. Ms. Bradley said she will verify that with the Purchasing Department. Mr. McClain suggested some healthy snacks be included on the menu. Mr. McClain asked how the vendor will be evaluated at each end of the lease. Mr. Knopp said by customer satisfaction which will be included on a survey. Mr. McClain asked once the construction begins for the update on the Library who will be responsible for the build out in the new facility if they choose to continue with the Library Café'. Mr. Knopp said that is to be determined.

**\*\* MS. MANN MOVED TO APPROVE THE PROPOSAL FOR THE LIBRARY CAFÉ'**

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

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

D. ACTION- APPROVE REQUEST TO RELOCATE WPA MURAL IN MAIN LIBRARY

Mr. Knopp said that they have received a request from the Historical Commission to loan them a WPA mural to New Canaan. Ms. Brescia asked how long they would have it. Ms. Bradley said until March and they have also requested a mural from the South Norwalk branch, and that they removed them and will re-install them when they get returned. Ms. Brescia asked when the murals were loaned out if there was an insurance policy required. Ms. Bradley said “yes” through the Historical Commission.

Ms. Bradley said that she and Mr. Bloom had discussed moving the mural that is currently in children’s room at main library to the first landing on the main level. She said there is currently a painting that is painted directly on the wall which would be painted over prior to installing the mural. Mr. Bloom said the problem with art work that it painted directly on a wall is that the wall colors change. He provided an overview of how the mural would be moved and re-installed. Ms. Brescia said her concern is if it is reachable being by the stairway and if it could be damaged. Mr. Knopp said it would be located above where children would be able to reach it. Mr. McClain asked if there would be any pushback from the community if the mural in moved and the currently artwork painted over. Mr. Bloom said that would be highly unlikely.

**\*\* MR. BLOOM MOVED TO APPROVE THE REQUEST TO RELOCATE THE WPA MURALS IN THE MAIN LIBRARY.**

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

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

E. ACTION- APPROVE “FOOD FOR FINES” POLICY FOR JANUARY

Mr. Knopp said this is a policy that the Library has followed for a number of years and the policy is to accept food for people that can’t provide necessities for their families in lieu of fines and their record of fines waived. Ms. Brescia asked if it successful. Ms. Bradley said “yes” and it gives people a fresh start. Ms. Harris said the policy is not for lost items but it for items that have been returned but that had accrued fines.

**\*\* MS. BRESCIA MOVED TO APPROVE THE FOOD FOR FINES POLICY.**

**\*\* MR. HAMILTON SECONDED THE MOTION.**

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

## **6. ADMINISTRATION REPORT**

### A. 2017-18 Annual Report

Ms. Bradley reported and said each Library contributes their highlights from the fiscal year and their goals for the upcoming fiscal year. Mr. Knopp suggested that the members of the board look over the report and that it will be added to next month's agenda for approval.

## **7. OLD BUSINESS**

Ms. Bradley provided an update on the status of the Pop-up Library and said that the company that they were planning to purchase the vehicle from was sold but the models were sold to three locations in the area and there will be a cost savings. She said they have also received a \$5,000 donation from a donor to purchase new picture books. Mr. Knopp asked if there is an estimated time and when the vehicle will be received. Ms. Bradley said she is hoping prior to the Memorial Day Parade. Ms. Brescia asked if the vehicle will be built on prior to the Memorial Day Parade. Mr. Knopp requested that be included on next month's agenda as a discussion item.

## **8. NEW BUSINESS**

Ms. Bradley said that there is a part-time Librarian who writes the press releases for them and she received a request to do a monthly column about the Library.

Ms. Brescia suggested that some of the Board meetings be held at the South Norwalk Library. Mr. Bloom asked about the parking. Ms. Harris said on a normal basis it is not an issue and only receive complaints when programs are held but that parking options were discussed at one of the district meetings. Mr. Knopp suggested now that Klaffs has moved out that the city negotiate a parking arrangement. Ms. Brescia also suggested that a request be made to the Parking Authority. Ms. Harris said that was also discussed and that Mr. Clark was contacting Ms. Hebert.

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

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

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Dilene Byrd  
Telesco Secretarial Services  
City of Norwalk  
Norwalk Public Library Board of Directors  
January 10, 2019  
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