

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
REGULAR MEETING
NOVEMBER 14, 2019**

ATTENDANCE: Alex Knopp, Chairman; Ralph Bloom, Patsy Brescia, Thomas Cullen, Moina Noor, Janine Williams, Mary Mann (7:10 p.m.)

STAFF: Christine Bradley, Library Director

OTHERS: Ms. Jessica Casey, Chief of Electronic and Community Development, City of Norwalk

CALL TO ORDER

Mr. Knopp called the meeting to order at 7:06 p.m. A quorum was present.

ADDITIONS TO THE AGENDA

There were no additions to the agenda necessary at this time.

PUBLIC COMMENTS

There was no one present from the public.

APPROVAL OF MINUTES OF OCTOBER 10, 2019

**** MR. BLOOM MOVED THE MINUTES OF OCTOBER 10, 2019.**

**** MR. CULLEN SECONDED.**

Ms. Mann joined the meeting at 7:10 p.m.

The following amendment was noted:

Page 2, under President's Report, paragraph 2, line 5: please change the following from:
"at the request of Mr. Knopp and Ms. Bradley that Stantec"

to : "at the request of Mr. Knopp and Ms. Bradley and supported by the Board that Stantec"

**** THE MOTION TO APPROVE THE MINUTES OF OCTOBER 10, 2019 AS AMENDED PASSED UNANIMOUSLY.**

PRESIDENT'S REPORT

a. Update on Stantec Proposal

Mr. Knopp said that he would be presenting HIS update during the Executive Session.

ADMINISTRATION REPORT

a. Action to approve 5:30 closing on Wednesday, November 27 and Tuesday, December 24

Ms. Bradley said that these early closing were routine but pointed out that they had neglected to include an early closing for Tuesday, December 31st.

**** MR. KNOPP MOVED TO APPROVE THE 5:30 P.M. CLOSINGS ON THE FOLLOWING DATES:**

**TUESDAY, NOVEMBER 27TH, 2019,
TUESDAY, DECEMBER 24, 2019
AND TUESDAY, DECEMBER 31, 2019.**

**** MR. BLOOM SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

b. Action to approve the FY2021 Operating Budget Request

There was an increase in the pro-Forma and the Finance Department reviewed the expenditures for the last year. There was no changes with the salaries because the contracts are up for negotiation this year. Ms. Bradley then reviewed the details of the budget.

**** MS. BRESCIA MOVED TO APPROVE THE FY2021 OPERATING BUDGET REQUEST.**

**** MR. CULLEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Knopp said that he and Ms. Bradley had been discussion the possibility of implementing the national library policy of fine forgiveness. This will be discussed in more detail at a later date.

c. Action to approve FY2021-2026 Capital Budget Request

Ms. Bradley gave a brief overview of the pro Forma budget.

Ms. Mann said that that they had looked very carefully for a good location for a book drop that would be located on the driver's side of the vehicle. Ms. Bradley said that if a vehicle entered the lot and took a ticket, they would have 20 minutes before they would have to pay. This will be discussed in more detail in the future.

The discussion moved to digitizing the South Norwalk Sentinel and the potential expansion costs of the library as noted on the Capital Budget.

Ms. Jessica Casey joined the meeting at 7:28 p.m.

**** MS. BRESCIA MOVED TO TABLE THE ITEM REGARDING THE LIBRARY EXPANSION IN THE FY2021-2026 CAPITAL BUDGET REQUEST PENDING ADDITIONAL INFORMATION.**

**** MR. CULLEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Noor has some questions about the Chess program. Ms. Bradley said that she was working with Mr. Potts about the details while the auditorium is being renovated.

d. Report on September 2019 statistics

Ms. Bradley presented her report.

OLD BUSINESS

There was no old business to discuss at this time.

NEW BUSINESS

There was no new business to discuss at this time.

EXECUTIVE SESSION

Discussion of Real Estate Acquisition Options concerning Library Expansion Initiatives pursuant to CT General Statutes 1-20 (6) (D). NO ACTION ITEMS WILL BE PRESENTED

The Board Members, Ms. Bradley and Ms. Casey entered into Executive Session to discuss issues regarding the Library Expansion Initiatives pursuant to CT General Statutes 1-20 at 7:36 p.m. They returned to Public Session at _____ p.m. No actions or votes were taken during Executive Session.

ADJOURNMENT

**** A MOTION WAS MADE TO ADJOURN.**

**** THERE WAS A SECOND.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at _____ p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

FINAL