

**CITY OF NORWALK
LIBRARY BOARD OF DIRECTORS
REGULAR MEETING**

BY VIDEO CONFERENCE AND TELECONFERENCE

May 14, 2020

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Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Christine Bradley at cbradley@norwalkct.org to provide written comment prior to the meeting.

ATTENDANCE: Alex Knopp, Chairman; Ralph Bloom; Mary Mann; Patsy Brescia; Moina Noor; Sharon Baanante

ABSENT: Thomas Cullen; Taber Hamilton

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STAFF: Lamond Daniels, Chief of Community Services; Christine Bradley,
Director; Sherelle Harris

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:30PM.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda this evening.

3. PUBLIC COMMENT

There was no public comment this evening.

4. APPROVAL OF MINUTES OF FEBRUARY 13, 2020 (ATTACHED AS REVISED).

****MS. BRESCIA MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** MS. NOOR SECONDED THE MOTION.**

**** THE MOTION PASSED WITH ONE ABSTENSION- MS. BAANANTE**

5. PRESIDENTS REPORT

A. DISCUSSION OF CITY AND STATE GUIDELINES ON NPL ACTIVITIES AND USE OF FACILITIES RE COVID 19 VIRUS

Mr. Daniels provided an overview of the reopening plan and thanked Ms. Bradley, Ms. Harris and their teams for all of their help for stepping in wherever there was a need. He said the city is using the governors reopening plan using phases and phase I being the most restrictive and phase three being the least restrictive. He said it will follow the advisory groups recommendation from the Governor's office and the reopening phases and adhere to the guidelines so that both the public and our employees are safe as we do begin to think about the reopening plan. He said what is in the document today can change and it will all depend on how the state is doing and we must take a local approach. He said that Norwalk was

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greatly impacted by the virus early on and while our Health Director reports that the numbers as far as hospital stays are low, unfortunately people are still dying from the virus and are still seeing positive cases. He said he would again like to thank Ms. Bradley's team again for the online services and for applying additional resources. He said the reopening day is scheduled for May 20, 2020, but does not include the library because that is one of the places where people socially interact, and will require us to think about physical distancing and will have incremental phases to resume library services. He said there are over 13,000 books out in the community so we do want to start getting those books returned. He said that staff has also discussed bringing Wi-Fi to the community by using the pop-up library as well as curbside pick up. He said the reopening plan is a work in progress and is ongoing and will need to take a local approach because of what is happening in our city and he has asked Ms. Bradley and Ms. Harris to think about how books will be picked up as well as a cleaning process. He said when reopening the library they may need to begin by just opening the main branch.

Mr. Knopp asked if the rough idea is to have a month in between each phase. Mr. Daniels said "yes" that is what it appears but is subject to change. Ms. Brescia asked if the city has PPE supplies. Mr. Daniels said "yes" and we are making sure that every city department has what they need to reopen. Ms. Bradley said that she has already ordered masks and gloves for library staff as well as additional hand sanitizing stations. Ms. Baanante asked if the library staff are still all employed. Mr. Daniels said "yes" and that everyone is working remotely. Ms. Noor asked if that includes the part time staff. Mr. Daniels said "yes".

Ms. Noor suggested making use of the outdoor space at the library. Ms. Bradley said that was discussed at the supervisors meeting that was held today and there is good Wi-Fi at both of the branches. Ms. Brescia suggested having the patrons bring their own lawn chair.

Mr. Knopp said that Ms. Bradley and Ms. Harris are the principal people who know the operations of the library but the board plays a role in programming etc. to the extent that it is reasonable and possible. He requested that the operational details are brought to the board in advance prior to them being implemented for input.

Ms. Brescia asked if the pop-up library will be used. Ms. Bradley said "yes" and that staff was discussing that today and would need to increase the number of hot spots and are currently waiting to hear a decision on summer school and camp because those were the initial sites that we were going to schedule the pop-up in the summer. She said staff has also discussed using it to hand out books in the community but will need to figure out how to do that and still use social distancing. Ms. Brescia suggested checking with the Board of Education on how they are handling that when giving out the free lunches and maybe it can be incorporated with that.

Ms. Noor said when she read Mayor Rilling's reopening plan she felt great comfort and said she wonders if the library can make a similar plan with more detail around the operational items. Ms. Bradley said that Ms. Harris has put together a phased plan for the library that follows the mayor's plan and will present it at the June meeting. She said she appreciates any suggestions that the board may have.

Ms. Bradley commended Mr. Daniel's on the food giveaway that was held at Vets Park today and it was a wonderful event.

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Mr. Daniels left the meeting at 8:00PM.

B. DISCUSSION OF STATUS OF NPL CONSTRUCTION/EXPANSION PROJECT

Mr. Knopp said the money for the second phase of the architectural design was approved in the capital budget by the Common Council, and the city is still working with the First Taxing District regarding the terms of the property relationship.

6. ADMINISTRATION REPORT

A. Library Statistics

Ms. Bradley said she will provide a report at the June meeting and it will include the virtual statistics.

B. Re-Opening Planning

This was discussed under 5A on the agenda.

C. NPL PROGRAMMING AND ECCONTENT COMMITTEES.

Ms. Bradley said they have developed a programming committee.

D. NPL CAPITAL BUDGET

Ms. Bradley outlined the capital budget that was approved and said it was a total of \$27 million dollars for the four years. She said the library had three items that were all approved and she had also requested 15 laptops for the branch and 25 for the main library out of the Covid-19 account because we will need to break up the computer areas.

E. MEMORIAL DAY REFLECTIONS MAY 19

Ms. Bradley said for the Memorial Day reflection it will be done similarly to the lit crawl and will be held on Tuesday, May 19, 2020, from 3:00PM to 5:00PM and Mr. Knopp will again be the host. She said it will be a recording about veterans by veterans and family members of veterans and have requested photos that could be put in an online gallery on the website as well as an exhibits in the library when it opens.

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7.OLD BUSINESS

A. Update on location of Belden Ave. book drop

Ms. Bradley said there is no update on the book drop.

8. NEW BUSINESS

Mr. Knopp asked the status of the deep cleaning at both branches. Ms. Harris said there was a fumigation done yesterday at both branches by the Building Management department. Mr. Knopp asked if a deep cleaning has been scheduled. Ms. Harris said she will follow up with the Building Management Department.

Mr. Knopp thanked staff on behalf of the board for all of the work they have done and to make the library a reality for people even though it has been closed. He said that he has received many comments from people asking him to thank staff for their creativity and effort. Ms. Noor agreed and said that the teams are working really hard and there is so much creativity.

Mr. Knopp also thanked the board for endorsing the petition campaign against Mr. Macmillan and they have dropped their policy and have gone back to allowing libraries to purchase as many eBooks as they want to.

9. ADJOURNMENT OF DIRECTORS' MEETING

**** MS. BRESCIA MOVED TO ADJOURN THE DIRECTORS' MEETING**

**** MS. NOOR SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:20PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

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FINAL

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