

**CITY OF NORWALK
LIBRARY BOARD OF DIRECTORS
REGULAR MEETING
BY VIDEO CONFERENCE AND TELECONFERENCE
July 9, 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; Mary Mann; Moina Noor; Sharon Baanante; Jannie Williams; Patsy Brescia

ABSENT: Thomas Cullen; Taber Hamilton; Ralph Bloom

STAFF: Christine Bradley, Director

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:04PM.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda this evening.

3. PUBLIC COMMENTS

There were no public comments this evening.

4. APPROVAL OF MINUTES OF JUNE 11, 2020

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

**** MS. BAANANTE SECONDED THE MOTION.**

**** THE MOTION PASSED WITH ONE ABSTENTION- MS. BRESCIA**

5. PRESIDENT'S REPORT

A. Discussion and Approval of NPL Re-opening Plan (Attached)

Mr. Knopp asked Ms. Bradley to provide an overview of the reopening plan. Ms. Bradley provided an overview of the reopening plan and said that phase II began on Tuesday and we have been filling requests for books and it is going very well. She said that July and August are the biggest months for circulation and are 20% higher than any of the other months of the year. She said the Pop-up Library is currently going to the food sites and is going out three days a week. Mr. Knopp said if any member of the board is interested in visiting a site where the Pop-up Library will be to email Ms. Bradley in advance for the location.

Mr. Knopp asked for an update on Phase IV of the reopening plan and asked if there is a tentative date that it will start. Ms. Bradley said there is currently not a date to begin Phase IV but we have begun planning for it and have established Wi-Fi printing and have separated the space between computer stations, but as she has said before guards will need to be in place. She said it has been a lot of adjustment to bring staff in and getting them to realize that masks will need to be worn at all times in the public areas and we will be installing plexi-glass for their protection. She said there will not be any programming scheduled until September but there were 180 registrations today for the weed program that is being held via Zoom. Mr. Knopp said he does not see anything about making sure the air conditional and air filtration system is being fitted to have the maximum protection before members of the public are allowed into the library and asked Ms. Bradley to contact Mr. Daniels.

Ms. Noor asked how the decision is determined to begin Phase IV of the reopening plan. Ms. Bradley said she will first meet with the management team and then bring it to the Library Board and once a date is agreed on would notify the appropriate staff at City Hall. Ms. Bradley asked the board members if they had any thoughts for possible dates to begin Phase IV. Mr. Knopp said not until Governor Lamont expands his limitation on how many people can be together inside. Ms. Brescia suggested once Phase IV does been begin to implement a reservation system for the

computers. Ms. Bradley agreed and said there will need to be a time limitation set and that they already have a system in place. Mr. Knopp said it had been agreed that the time limitation be 2 hours for each group.

Mr. Knopp said that both Governor Lamont and Mayor Rilling have been admirably judicious and cautious and he hopes that will apply to Phase IV as well.

B. Discussion of status of NPL construction/expansion project

Mr. Knopp said at the next meeting he will be prepared to discuss it in some detail in executive session and may want to consider having an in person meeting for that discussion.

6. ADMINISTRATION REPORT

A. Library Statistics

Ms. Bradley reported on the statics and pointed out that at the end of last fiscal year that 37,717 library cards had been issued, and at the end of this fiscal year for 2020, 53,365 library cards were issued and a lot of that is due to the online usage. She said there was also an increase in downloads of materials and in February which was the last full month of operations there were 4,300 downloads, and in May there were 7,170. She said we did receive an increase in the book budget this year but she had also requested an increase due to Covid-19 because those users are going to continue to use online material but the users of print books are going to continue to use print books so we have expanded services.

B. Chromebooks received from State Library under CARES Act, for use in social distancing

Ms. Bradley said the Institute for Library Information Services had received CARES Act funding and had come down to the state library and through that the "urban libraries" in our state received Chromebooks and Verizon hotspots with data for one year. She said the Chromebooks will be used as part of our distancing of computer users. Mr. Knopp asked how many Chromebooks were received. Ms. Bradley said she believes it was 30. Mr. Knopp asked if they will be used in library or will they be able to be checked out. Ms. Bradley said they will be for use in the library as well as the Pop-up library.

C. 10,000 (of 13,600) books already returned

Ms. Bradley said that over 10,000 have been returned and the people of Norwalk have been so supportive of us. Ms. Brescia asked how many books are still out. Ms. Bradley said approximately 3,000.

Ms. Noor said this has been an opportunity to think of how things will be in the future and how to leverage the technology and make our systems work and said that staff has been doing an amazing job. Mr. Knopp asked Ms. Bradley to convey to her staff how much the board is aware and appreciates their efforts to keep the library resources available and serve the public.

7. OLD BUSINESS

A. Update on location of Belden Ave. book drop

Ms. Bradley said we have found a location for the book drop and once the site work is done it will be installed.

8. NEW BUSINESS

Ms. Baanante asked if there is a Covid-19 policy in place to keep staff safe. Ms. Bradley said “yes” and she will recirculate it to the board members.

Ms. Bradley said that the Census Bureau will be holding training in the auditorium at the library the week after next and will practice social distancing. Mr. Knopp suggested that Ms. Bradley review that with the Corporation Councils’ office.

9. ADJOURNMENT

****MS. BRESCIA MOVED TO ADJOURN
** MS. NOOR SECONDED THE MOTION
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:50PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services