

**CITY OF NORWALK
NORWALK PUBLIC LIBRARY BOARD
SPECIAL MEETING
SEPTEMBER 29, 2020**

ATTENDANCE: Alex Knopp, Chair; Sharon Baanante, Mary Mann, Jannie Williams, Ralph Bloom

OTHERS: Christine Bradley, Library Director; Sherelle Harris, Assistant Director

CALL TO ORDER

Mr. Knopp called the special meeting to order at 7:00 p.m.. A quorum was present.

Mr. Knopp requested a moment of silence in memory of Ms. William's sister, who passed away unexpectedly.

Mr. Knopp said that this was a special meeting and was limited to the agenda and no new items could be addressed.

PUBLIC COMMENT

APPROVAL OF MINUTES OF SEPTEMBER 10, 2020 MEETING

PRESIDENT'S REPORT

a. UPDATE ON NORWALK BOE LEARNING PODS PROGRAM

Mr. Knopp said that the first item on the agenda was the discussion of the agreement with the Norwalk BOE about the Learning Pods Programs. He said that there had been discussions with the BOE last week regarding the details. The BOE wanted to begin the program on the 8th. In order to do this, Mr. Knopp signed the letter of agreement. He asked the Board to ratify his execution of the Letter of Agreement.

Ms. Harris gave an overview of how the program worked, including temperature checks. She said that the program had worked out very well. This program is for those children who do not have WiFi at home and have opted not to return to the classroom. She gave an overview the details of the scheduling.

Discussion followed about the parental consent forms, having paraprofessionals supervising students until they are picked up and potential cleaning if a student becomes ill.

Ms. Baanante asked for a copy of the waiver consent form. Ms. Harris said that the library staff did not put the packet together. Ms. Baanante was asking about the sign in process. Ms. Bradley said that she would check with Dr. Estrella.

Ms. Baanante asked if East Norwalk was involved. She was told that they were and listed the Carver Building, the two Norwalk Libraries, East Norwalk Library and the Rowayton Community Center.

Ms. Noor asked about the number of students at the sites. Ms. Harris reviewed those attendance numbers and the schedule with the Board.

Mr. Knopp spoke about the learning pods and his support for this program. One of the strategic goals was to strengthen the relationship with the BOE.

Mr. Bloom joined the meeting.

**** MS. WILLIAMS MOVED TO RATIFY THE EXECUTION OF THE OCTOBER 2ND LETTER REGARDING AN AGREEMENT WITH THE BOARD OF EDUCATION.**

**** MS. MANN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

B. UPDATE ON NPL RE-OPENING PLAN

Mr. Knopp said that the Library was scheduled to re-open on October 5th for appointment only library with one person per hour in each building. Ms. Bradley said that they would be able to do this for a few weeks and eventually increase the numbers. Patrons will be on the main floor of each building and not able to enter the stacks. After they leave, the staff will clean the area.

October 15th there will be a partnership with the Senior Center for Open Enrollment for Medicare. CHOICES is a program they have sponsored for years.

Ms. Bradley then spoke about the Navigator's program that Governor Lamont was trying to launch and having a meeting room available for that program.

The Blue Tea Pot owner is still paying rent at her kitchen location in South Norwalk. There is a possibility of ordering baked goods for the holidays.

She also updated the Board on the Passport Service.

Mr. Bloom has been providing discarded books on a cart outside the building for those passing by to take.

Ms. Harris gave a brief overview of the upcoming events. Sidewalk service is increasing.

Mr. Knopp asked about the update the language regarding the air filtration system in the plan. Discussion followed about whether the filters had been replaced.

Ms. Noor asked for the details regarding providing services once the weather becomes colder. Ms. Harris said that they were considering using part of the lobby in the main library while South Norwalk patrons can drive up close to the door.

Mr. Knopp asked for more details regarding the Navigator's program that the Governor wanted to launch. Ms. Bradley said that it was part of the Governor's plan to improve human services in the City.

Mr. Knopp asked about having multiple people in the building for the various services. Ms. Bradley said that all the services were by appointment and will be directed to a specific location for the service. The guards will help keep track of the patrons.

Mr. Knopp said that he was pleased that the library and the City was taking a cautious approach to this.

**** MS. NOOR MOVED TO APPROVE THE NORWALK PUBLIC LIBRARY RE-OPENING PLAN DATED SEPTEMBER 29TH FOR THE NEXT PHASE OF ACTIVITIES.**

**** MS. MANN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

C. APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR

Mr. Knopp said that Ms. Bradley would be retiring in the middle of October. He said that it seems appropriate to create a search committee for a permanent Director.

Ms. Williams said that she would be willing to serve on the Committee. She then gave an overview of the process. Discussion followed about the State Statute and the role of the City administration.

D. BOARD RECOGNITION AND ACKNOWLEDGEMENT OF CHRISTINE BRADLEY

Mr. Knopp said that Ms. Bradley had requested that they not hold a special event about her departure. He did say that they would have one more meeting when they could discuss her enormous contributions to the NPL.

Mr. Knopp reminded everyone about the upcoming event, One Book, One Community,

which was scheduled for October 9th at 7:00 p.m.. There are 60 individuals registered for the event. The James Baldwin Foundation will also be participating.

ADMINISTRATION REPORT

A. APPROVAL OF FY 2019 ANNUAL REPORT

B. LIBRARY STATISTICS

C. PRESENTATION ON PROPOSED NPL STAFF REALIGNMENT

There was no report at this time.

OLD BUSINESS

There was no old business to discuss at this time.

The next regularly meeting is scheduled for on October 8th. Ms. Bradley will be retiring on the 9th.

ADJOURNMENT OF DIRECTORS MEETING.

- ** MS. MANN MOVED TO ADJOURN.**
- ** MS. BAANANTE SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services