

**CITY OF NORWALK  
LIBRARY BOARD MINUTES  
NOVEMBER 12, 2020  
VIA ZOOM**

**ATTENDANCE:** Alex Knopp, Chair; Sharon Baanante, Ralph Bloom, Patsy Brescia, Mary Mann, Moina Noor, Janine Williams

**ABSENT:** Thomas Cullen

**STAFF:** Sherelle Harris, Interim Director.

**CALL TO ORDER**

Mr. Knopp called the meeting to order at 7:35p.m.

**ADDITIONS TO AGENDA**

There are no additions to the agenda.

**PUBLIC COMMENT**

There was no Public Comment.

**APPROVAL OF MINUTES OF OCTOBER 9, 2020 MEETING**

There was no approval of minutes, as they were never received from the minute taker.

**PRESIDENTS REPORT – ALEX KNOPP**

**a) Status of NPL reopening Plan**

Mr. Knopp reported there is no change in the reopening plan and that curbside services are going well.

**b) Review and approval of (draft) NPL ED Job description**

Mr. Knopp circulated a draft based on the prior description with revisions suggested by Ms. Bradley, Patsy, Sharon, Mary and Alex. The next step will be to forward it to the city after approval by this Board.

**\*\*MS. BAANANTE MADE A MOTION TO APPROVE THE NPL ED JOB DESCRIPTION**

**\*\*MS. NOOR SECONDED THE MOTION  
\*\*MOTION PASSED UNANIMOUSLY**

**c) Review and approval of ED search consultant assistance**

Mr. Knopp stated that they would like to hire Leslie as an hourly consultant to assist the Search Committee and strategic planning. Ms. Williams expressed her displeasure at this approach. She further explained she wants it done by competitive bidding. Ms. Mann would like to follow the City protocol if there is a protocol. Ms. Brescia suggested holding the matter until we find out the City's position on hiring a consultant. Mr. Knopp suggested tabling the matter which was approved without objection.

**d) Review and approval of NPL FY 2021 Operating Budget Request**

Ms. Harris presented the draft operating budget. The budget was increased last year. This year it has decreased. The major change is the reduction of full and part-times positions following the implementation of the City's early retirement program. Concern was expressed that the positions of custodian and cataloguing should not be cut. Following input from Ms. Harris, Mr. Knopp suggested that he write a letter to the City on behalf of the Board requesting that these two positions be retained in the budget. This recommendation was approved. The budget needs to be submitted on November 19<sup>th</sup>.

**\*\*MR. KNOPP MADE A MOTION TO APPROVE THE NPL FY 2021 OPERATING BUDGET REQUEST WITH THE POSITIONS OF CUSTODIAN AND LIBRARY CATALOGING RESTORED.**

**\*\*MS. BRESCIA SECONDED THE MOTION  
\*\*MOTION PASSED UNANIMOUSLY**

**e) Review and approval of NPL FY 2021 Capital Budget Request**

Mr. Knopp explained that the Library benefits from its own capital budget funds and from capital projects included in the Guardian's city facilities budget. The draft library budget is not asking for anything new during the budget process, it is going to use what they currently have. Ms. Harris explained that the budget includes the next phase of funds to digitize The Hour. They are trying to use funds to get everything digitalized. They will have a \$100,000.00 for both 2021 and 2022. They plan to use those funds for a re-fresh to the auditorium to improve the streaming capacity so the library can rent it out more.

**i) Report on Guardian FY 2021 capital budget request for NPL**

Mr. Knopp and Ms. Harris explained that the Guardian account is for facilities. They plan to use the money for utilities, maintenance, fire extinguishers, painting, security, sprinklers and the elevator.

**\*\*MS. BRESCIA MADE A MOTION TO ACCEPT THE NPL FY 2021 CAPITAL BUDGET REQUEST**

**\*\*MS. NOOR SECONDED THE MOTION  
\*\*MOTION PASSED UNANIMIOUSLY**

**f) Review and approval of temporary policy of not accepting book donations**

The Board members discussed the recommendation not to accept donations currently, due to the concern of everyone's safety from the Covid virus. Mr. Bloom described current operations and asked that a clear policy be set. Mr. Knopp agreed with Mr. Bloom that the NPL needs to write up the policy and get it out to the public.

Ms. Harris reported that the staff likes the idea of no donations.

**\*\*MR. BLOOM MADE A MOTION TO ACCEPT THE TEMPORARY POLICY  
REGARDING BOOK DONATIONS  
\*\*MR. KNOPP SECONDED THE MOTION  
\*\*MOTION PASSED UNANIMIOUSLY**

**g) Appointment of NPL BOARD members to SoNo Branch Refresh Design Committee**

Mr. Knopp appointed Ms. Williams and Ms. Baanante for this committee.

**ADMINISTRATION REPORT – SHERELLE HARRIS**

**A. General Announcements**

**SoNo Fence**

A fence was added between the library and the post office. It turned out nice. It is a great place they can use to advertise.

**Norwalk Chamber of Commerce Small Business Academy Presentation: Sherelle and Cynde**

It was a Zoom meeting for entrepreneurs regarding databases.

**GNLV Online Testing**

The program is being conducted on Zoom. The program is having problems with the testing of the students. There is online training.

**Sidewalk Service**

This issue was discussed earlier and is going extremely well though COVID.

**Library by Appointment Service**

This was also previously discussed. The appointments are going well.

## **Database and Downloadable items usage**

The library has noticed a lot of residents using this service.

### **B. Report on Prior and Current Programs**

#### **Halloween events**

The event was well attended. About 100 people.

#### **Indie Authors**

An event Cynde organized. Was virtual on Zoom. It was very well attended but had to be curtailed because of Zoom bombing. It will be rescheduled.

#### **One Book One Community, Part 2 of the James Baldwin read**

Was tonight. The first one was very well attended. She wished the event could have been another night.

#### **Pop up Truck**

The truck is outside the main library on Saturday's and Tuesday's. It has been very well received.

### **C. Announcements of upcoming Programs**

#### **Middle and High School debate on the electoral college (December)**

This will be held December 7<sup>th</sup>.

#### **Next One Book One Community Book: Children of the Land**

They are looking to hold this event in early spring

### **D. Action Items**

#### **Review and approve (draft) NPL Technology Plan**

In the interest of time, this item was tabled.

## **OLD BUSINESS**

#### **MERV Filters (completion)**

The MERV Filters are all set at both libraries.

## **NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

**\*\*MS. BRESCIA MADE A MOTION TO ADJOURN  
\*\*MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:10pm.

Respectfully submitted,

Raeann Bromark  
Telesco Secretarial Services