

CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 10, 7:00 PM
AGENDA - ZOOM

1. Call to Order

2. Additions to Agenda

3. Public Comments

4. Approval of Minutes of Special Meeting of September 29, 2020; and November 12, 2020 Regular Meeting; update on Minutes of October 8, 2020 regular meeting

5. Presidents Report -- Alex Knopp

A. Status of NPL reopening plan

1. Plan for Winter-related "walk-up window(s)"

B. Status of Review NPL ED Job Description and Search

1. Response of City Personnel Dept. to ED Search Consultant assistance

C. Follow-up re NPL Nov. 17, 2020 Letter on FY 2021 Operating Budget Request* (see copy at end of this agenda)

D. Follow-up on Board adoption of temporary policy of not accepting book donations (see below):

NORWALK PUBLIC LIBRARY POLICY ADOPTING MORATORIUM ON ACCEPTING DONATIONS OF BOOKS AND OTHER PHYSICAL ITEMS DURING THE COVID 19 PANDEMIC

Adopted by the NPL Board of Directors on November 12, 2020

Due to the Coronavirus pandemic, the Norwalk Public Library will not accept donations of books or other physical items until further notice.

The Library's highest priority is to protect the health of our community, including patrons and staff, during the pandemic. Please do not leave donations of any kind at either of our library locations. We would sincerely appreciate your donations at a later time when we are safely able to accept them.

The Friends of the Norwalk Public Library will resume book sales when it is safe to do so. In the meantime, free library book giveaways are available in the cart in front of the main Library on Belden Avenue.

Please visit the website of the Friends for updates: <https://www.norwalklib.org/145/Friends-of-the-Library>.

E. Action – Discussion and Approval of NPL Technology Plan (presented by Laurie Iffland)
[NOTE: This item will be taken up first in the meeting due to Ms. Iffland’s schedule.]

6. Administration Report— Sherelle Harris

A. General Announcements

1. Status of Sidewalk Service
2. Status of Library by Appointment Service
3. Stats of employee health reports
4. Status of Database and Downloadable items usage
5. Status of BOE-NPL Learning Pods Collaboration

B. Report on Prior and Current Programs:

1. COVID-19 reporting chart (approved by the Norwalk Health Department)
2. Statistics
3. Nijole/Blue Teapot Holiday Sidewalk Sales Plan
4. Report on Part 2 of the James Baldwin read
5. Middle and High School debate on the electoral college (December)

C. Announcement of Upcoming Programs

1. Next One Book One Community Book: [Children of the Land](#)

7. Old Business

- ### A. MERV Filters (completion)

8. New Business

9. Adjournment of Directors meeting

*Nov. 17 letter to Lamond Daniels re staff positions in the NPL Operating Budget Request

Lamond— I am writing to request on behalf of the NPL Board of Directors that the positions of full-time Custodian and full-time Library Assistant not be eliminated from the NPL’s operating budget. The vote by the NPL Board was unanimous at its November 12 meeting. The reasons for this request are reflected below in the email analysis we requested from Interim Director Sherelle Harris.

As you know, Sec. 87-1 of the Norwalk Code (see below for full text) provides that the NPL Board shall present an annual budget to the Board of Estimate, albeit advisory only. Our budget that should be presented to the Bd. of Estimate does not include elimination of these 2 positions.

The Custodian position is of particular concern during this period of Covid for the safety of the NPL staff and patrons who use our facilities. Unless this position is maintained, I cannot guarantee whether the NPL Board will be able to reopen the libraries to their fullest extent in the future taking into account our concern for public health issues.

As the email memo below from the Interim Director makes clear, the NPL is being asked to absorb a disproportionate share of the City's staff reductions following the implementation of the early retirement program. Whether this would be fair or equitable under normal circumstances, it certainly is not justifiable if the reduction in cleaning and custodial services might jeopardize public health for staff and patrons.

As you may recall, I have been requesting from well prior to the retirement of Chris Bradley a proposed new staff restructuring proposal from the City but have never received it, so I felt it necessary at the request of the Board to communicate our recommendations prior to the final determination of the NPL's operating budget submission.

Regards,
Alex