

**CITY OF NORWALK
PUBLIC LIBRARY
BOARD OF DIRECTORS
MAY 13, 2021
VIA TELECONFERENCE**

ATTENDANCE: Alex Knopp, Chair; Sharon Baanate; Ralph Bloom; Patsy Brescia;
Mary Mann; Janine Williams

STAFF: Sherelle Harris, Executive Director

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:07 p.m. and called the Roll. He said Ms. Noor was excused this evening due to a religious holiday.

2. ADDITIONS TO AGENDA:

A. Moment of Silence to Honor and Remember Richard Brescia

Mr. Knopp asked for a Moment of silence to honor and remember Mr. Brescia. He described Mr. Brescia's distinguished contributions and accomplishments.

3. PUBLIC COMMENTS

There were no comments from the public this evening.

4. APPROVAL OF MINUTES OF APRIL 8, 2021

The following corrections were made to the minutes:

“Add the time the meeting adjourned: 9:30 p.m.”

**** MS. BAANATE MOVED TO APPROVE THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

5. PRESIDENT'S REPORT

A. Board congratulations for Sherelle Harris on selection as NPL's ED

Mr. Knopp congratulated Ms. Harris on her well deserved appointment. He said it was wonderful to have her in this position.

B. ACTION:

Board Policy Adoption and Amendments: Mr. Knopp proposed that the policies be discussed as a bloc unless there were objections to any one of them.

1. Material Gifts and Donations

Ms. Harris reviewed the changes. Mr. Knopp asked Mr. Bloom about the donation policy for the History Room. Mr. Bloom noted that as a rule, the donor calls first and the items are subject to review.

2. Proposed Addenda to the Current Code of Conduct

Ms. Harris reviewed the policy and noted there were no real changes made to the policy.

Ms. Brescia suggested dating the policies.

3. Proposed Change to the Current Code of Conduct

Ms. Harris reviewed the policy and said the only change discussed last month was under unacceptable Library customer behavior.

4. Proposed Laptop Vending Machine Use Agreement

Ms. Harris reviewed the policy and said that at age (18 or older) and the user must have a Library card. She said she does not have the price of the laptops from IT yet. Ms. Harris said everything should be in place by the end of July. They will be using Dell laptops.

5. Proposed Laptop/Internet Acceptable Use Policy

Ms. Harris said this is a standard policy and the responsibility is on the patron or parent to monitor the use. She reviewed the policy. Mr. Knopp expressed concern about the blanket statement of no filtering of websites, especially in the event a patron goes to child pornography or white supremacist site. Ms. Harris said she can investigate filtering. Ms. Mann said that filtering may start new problems and that is why a long time ago, the Library determined they would not filter. Mr. Knopp suggested adopting this policy now to have something in place while the Board explores the ramifications of limited filtering for a subsequent amendment. A discussion ensued.

- ** MS. BRESCIA MOVED TO TABLE PROPOSED LAPTOP/INTERNET ACCEPTABLE USE POLICY TO NEXT MONTH**
**** MOTION PASSED UNANIMOUSLY**

Ms. Baanate asked why the Library was purchasing Dell laptops and not Macs. Ms. Harris explained that the IT department would not cover them, so they would not have any IT support. Ms. Brescia added that if the City does not support them, they should not purchase them.

Ms. Brescia left the meeting at 7:49 p.m.

Ms. Baanate said the Library should consider purchasing Macs.

- ** MS. MANN MOVED TO APPROVE THE FOLLOWING POLICIES:**
- MATERIAL GIFTS AND DONATIONS**
PROPOSED ADDENDA TO THE CURRENT CODE OF CONDUCT
PROPOSED CHANGE TO THE CURRENT CODE OF CONDUCT
PROPOSED LAPTOP VENDING MACHINE USE AGREEMENT
- ** MOTION PASSED UNANIMOUSLY**

C. ACTION: Reconsideration of Library Materials Policy

Ms. Harris explained that this policy was put in place after Mr. Kalsi's request. This policy offers a resident, who has a Library card, the opportunity to come before Board and ask them to reconsider an item. Mr. Knopp asked if there is a parallel form where a resident with a Library card could request acquiring a particular item. Ms. Harris said there was a form on line.

Mr. Knopp asked if there have been any requests from members of the public to pull books. Ms. Harris said there may have been unofficial requests or comments, but nothing official that she was involved in.

Ms. Brescia returned to the meeting at 7:58 p.m.

Ms. Mann said she was willing to go along with the Board, but her personal opinion was that she would not pull the book in question out of the collection. She suggested that otherwise, they should pull out other books with offensive material.

- ** MR. KNOPP MOVED TO APPROVE THE LIBRARY MATERIALS POLICY WITH AN AMENDMENT THAT THE EXECUTIVE DIRECTOR**

WILL MAKE A RECOMMENDATION TO THE BOARD ABOUT THE REQUEST.

**** MOTION PASSED UNANIMOUSLY**

D. ACTION: Proposed Reopening Plan

Ms. Harris reviewed the re-opening plan for the summer months and the Board discussed the revisions.

Mr. Bloom discussed holding an on-going book sale. Mr. Knopp noted that they were not going to return to large scale book sales while there were limitations on attendance and distancing. He said that Mr. Bloom and Ms. Harris could work out the placement of tables holding sale items in the library. Ms. Harris will set up an appointment with Mr. Bloom.

Mr. Knopp asked about the policy regarding people who are vaccinated against Covid. He noted that the CDC issued new mask guidelines. Mr. Knopp said that while he personally favors a vaccine passport where patrons would have to show they are vaccinated before being admitted to the Library and that such a policy ought to include other procedures for patrons who are not vaccinated to be able to use library resources and facilities, he will be seeking help from the City health and law departments before presenting a proposal to the Board in developing a policy, including what accommodations should be provided to those who are not vaccinated. He added that since the Covid vaccine is not on the required vaccine list, he was not sure this could be done, but believed it may be possible as long as an accommodation is provided.

Ms. Mann said this is a very delicate subject and the City is the one who needs to make the final decision.

Ms. Baanate asked about waiving copying and faxing fees for people searching for jobs or apply for social services. Ms. Harris said she was happy to support extending the courtesy through the summer. She said the cost to fax and copy is \$.10 per page. Ms. Baanate withdrew her suggestion.

Ms. Baanate asked if people were eating at the Tea Pot area. Mr. Bloom said that at the moment they offer sandwiches and soft drinks to the staff. It will not open to the public until September.

Mr. Knopp noted that everyone is trying to do their best under difficult circumstances.

**** MS. MANN MOVED TO APPROVE THE REOPENING PLAN**

**** MOTION PASSED UNANIMOUSLY**

6. **ADMINISTRATION REPORT**— Sherelle Harris

A. Water bottle filling stations

Ms. Harris reported that the Library is replacing the water fountains with water bottle filling stations.

B. Update on NPL Personnel Hiring

Ms. Harris reported that they have two open positions.

7. **OLD BUSINESS**

A. Request of Mr. Mohinder Kalsi re Sikh books

Mr. Knopp said that between Covid and interviewing for an Executive Director, there was no staff time to research Mr. Kalsi's request. He suggested tabling this item to next month's meeting. He asked Ms. Harris to research how libraries deal with graphic depictions of religious figures and circulate anything she finds to the Board before next month's meeting.

8. **NEW BUSINESS**

There was no new business discussed this evening.

9. **ADJOURNMENT OF DIRECTORS MEETING**

**** MR. BLOOM MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 9:00 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services