

**City of Norwalk
Public Library
Board of Directors Meeting
Thursday, Jan 13, 2022**

ATTENDANCE: Alex Knopp, President, Patsy Brescia, Sharon Baanante, Janice Murray, Moina Noor, Jannie Williams

STAFF: Sherelle Harris, NPL Executive Director

OTHER: Jim Travers, Director of Transportation, Mobility and Parking, Garrett Bolella, Assistant Director of Transportation, Mobility and Parking, Kimberly Delinski, Silver Petrucelli and Associates, Amanda Cleveland, Silver Petrucelli and Associates

I. Call to Order

Chairman Knopp called the meeting to order at 7:25.
A quorum was present.

II. Additions to Agenda

There were no additions to the agenda.

III. Public Comments

There were no public comments.

IV. Presentations by:

1. Wall Street Traffic, Mobility and Safety Project by Jim Travers, Norwalk TMP Director

There is a great need for something to be done at this location. The intersection opposite the library is not safe for pedestrians or traffic, with the second highest number of accidents in the city. Mr. Travers shared an aerial view of the intersection. They suggest adding additional green space and widening the sidewalks and getting rid of parallel parking. Brunell Boulevard will become two way. The plan also does a better job of connecting the parking lot to the library.

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Bike lanes will be added on both sides of the street. These are preliminary plans with the goal of making this intersection safer and more accessible.

Phase one is the conversion of Burnell Boulevard to two way and improvements to Belden Street.

Phase two will include Main Street and Burnell Boulevard and how Commerce and Isaac Street connect to Wall Street.

Four major community meetings have been scheduled to hear from local citizens and present these plans.

The process should take about 18 months from planning to implementation.

Chairman Knopp asked that the library be included in all future discussions on these changes. He also asked to schedule a discussion about Mott Street and how it will change and how that will affect library users.

Mr. Travers stressed that these were preliminary plans and only a starting point.

Ms. Brescia asked about a driveway on West Avenue. She also stressed the importance for a better connection to the Yankee Doodle Garage and Wall Street.

Mr. Travers said the final plans will also include plans to improve the Yankee Doodle Garage in conjunction with better access to the garage.

2. Silver Petrucelli Presentation: SoNo Design and Budget

Kimberly Delinski and Amanda Cleveland from Silver Petrucelli and Associates presented designs for the Sono branch. Ms. Delinski is the lead designer. Phase one is limited to the front parts of the first floor, phase two will complete the first floor.

Ms. Delinski presented a rendering of the entry area looking into the reading room. The woodwork will be refinished and lightened up. The carpet, furniture and lighting will be replaced. The color palette reflects Norwalk's coastal feel.

Ms. Brescia confirmed that there is an existing fireplace that will be kept, however, it isn't functional.

The furniture is designed to accommodate Covid concerns without leaving users feeling like they are blocked in.

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Chairman Knopp asked about access to power and wifi. Ms. Cleveland explained that phase one does include additional outlets.

Ms. Noor asked if the furniture could be moved for special events. The newer furniture is much lighter than the existing furniture so the spaces can function for different events easily.

Mr. Knopp asked about adding computer kiosks similar to Westport'. There will be a kiosk as well as updated areas for people to bring their own laptops. Decorative resin barriers will be put in place to provide protection.

Rails will be added to the walls so artwork can be easily added and changed.

Chairman Knopp asked about the timetable. Ms. Cleveland explained that once plans and budgets are approved, bids will be requested, permits ordered and the planning starts.

Ms. Baanante asked about washability of fabrics and wall surfaces. All fabrics and furniture are commercial grade which allows for cleaning with bleach.

Ms. Cleveland will submit various options for completing the work with the least amount of impact to the patrons of the library.

Chairman Knopp asked about the city's involvement in the project. He suggested setting a meeting to confirm everyone is on the same page.

Ms. Cleveland presented the budget. The original estimated cost was \$60,000 for phase one. Funds are being pulled from both the repurposing fund and the painting fund. The total cost will be \$67,000. This budget does not include any lighting, which will hopefully come from different funding sources. This will be finalized next week.

The budget for phase two is \$432,143.

V. Approval of Minutes of November 17, 2021

****** Ms. Brescia moved to approve the minutes of November 17, 2021**

****** Ms. Mann seconded the motion.**

****** The motion passed unanimously.**

VI. President's Report

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A. Discussion and Action to ratify: FY 2022-23 Operating Budget

Ms. Harris presented the budget. The only major ask is line item 5255 to update the wifi, add adobe cloud license, and add hotspots. There is also an ask for language software in the children's section.

Chairman Knopp asked about the changes to staff salaries. Some staff positions, including an assistant manager, were eliminated, and a branch manager was added. Sunday hours are included in the overtime budget.

****** Ms. Brescia moved to approve the budget as submitted.**

****** Ms. Mann seconded the motion.**

****** The motion passed unanimously.**

B. Discussion and action to ratify: FY 2022-23 Capital Budget

There was a request for a new van at a cost of \$42,000. There is also an ask for technical services, poster printers for each branch, and two 3-D printers for each branch.

The final installment for the five year digitization project will be completed this year.

Ms. Brescia suggested increasing the ask assuming costs will rise and construction costs are running high with unanticipated costs.

Ms. Baanante would like the budget to include items that would make the outdoor space more comfortable in case Covid forces people outside again.

****** Ms. Brescia moved to approve the Capital budget of \$500,000**

****** Ms. Williams seconded the motion.**

****** Ms. Baanante opposed the motion.**

****** The motion passed.**

C. Discussion and Action: Colandro & Imbrogno Masonry to close the branch book drop that is attached to the building.

By closing the rarely used branch book drop off, that space can be used for storage. The budget has already been approved.

****** Ms. Williams moved to approve closing this drop off.**

****** The motion passed unanimously.**

D. Ratify 2022 Board Meeting Dates

******Ms. Brescia moved to approve the Board Meeting Dates for 2022.**

****** The motion passed unanimously.**

E. Discussion of Branch Manager Job Description

Chairman Knopp felt the Library Board should have been involved in drafting the job description of branch manager. The new position eliminated the assistant director position. Chairman Knopp stressed that the board should not be making hiring decisions, but should be consulted on what positions are created or eliminated to ensure the library branches continue to function well.

****** Ms. Brescia moved to ask the city to educate the board as to their specific role.**

****** Chairman Knopp seconded the motion.**

****** The motion passed unanimously.**

F. Discussion of Access Services Coordinator Job Description

Ms. Harris would like the position to require a college degree, so applicants can apply while they are working toward their MLS.

G. Discussion and action on updating NPL Reopening Policy

Chairman Knopp suggested keeping the limit of people in group meetings of 25 people at the main branch and 15 at the Sono branch. Ms. Harris said there were a few requests for larger groups, but not many. Given the new variant, Chairman Knopp suggested lowering the size of groups even more at least for the next month. Ms. Brescia and Ms. Harris feels like there is ample room for social distancing given the current numbers and the spaces available.

Ms. Baanante would like to make sure that the library staff is properly protected with N95 masks. Ms. Harris will check with the tax meeting to understand the size of their meetings.

Ms. Brescia suggested asking the Foundation to supply n95 masks to staff and patrons at the library.

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VII. Library Director's Report

A. Staff COVID-19 report

There have been six cases of Covid among the staff.

B. Updated COVID-19 Reporting Chart

C. Tax Help Schedule Enclosures Articles: NPL Fine Free CT Public Library Comparisons

VIII. Old Business

IX. New Business

Ms. Noor is curious if the library still keeps count of patrons. Ms. Harris says it is still being used, but people are not spending as much time hanging around because of Covid.

X. Adjournment

****** Ms. Brescia moved to adjourn the meeting**

****** Ms. Mann seconded.**

****** The motion passed unanimously.**

The meeting adjourned at 9:55.

Respectfully submitted.

Amy Chaple
Telesco Secretarial Services