

**CITY OF NORWALK
LIBRARY BOARD OF DIRECTORS
FEBRUARY 10, 2022
VIA TELECONFERENCE**

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

STAFF: Sherelle Harris, Library Director

1. CALL TO ORDER

Mr. Knopp called the meeting to order at 7:21 p.m. and called the roll as indicated above.

2. APPROVAL OF JANUARY 13, 2022 MINUTES

The following corrections were made to the minutes:

Page1: Ms. Mann was added to the attendance list.

Page 5. Regarding masks, Ms. Baanante said they could give people N95 masks, without the guarantee they will wear the mask.

**** MS. MANN MOVED TO APPROVE THE MINUTES AS CORRECTED
** MOTION PASSED UNANIMOUSLY**

3. ADDITIONS TO AGENDA

There were no additions made to the agenda.

4. PUBLIC COMMENTS

No members of the public wished to comment this evening.

5. PRESIDENT'S REPORT

A. Discussion re City-NPL Board jurisdiction re staff structure and other issues

Mr. Knopp reported that he invited Mayor Rilling to send a representative from the City to discuss the Library Board's area of jurisdiction. He read the reply he received from the Mayor today stating that he would not be able to attend this evening's meeting. He offered to send a representative to the next meeting of the Library Board or they could schedule a special meeting.

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Ms. Brescia said her motion last month was a request to provide the Board with general instructions so they know their role. Ms. Williams said the Bylaws clearly state their role and responsibility are only for policies, procedures and the building and the land around the building. They do not have authority to do anything with staff structure. Ms. Baanate said that as part of the discussion last month, Mr. Knopp was going to send the part of the Code that outlines their roles. Ms. Williams said it is stated in the Bylaws and that she will send it to everyone. Mr. Knopp said the Board is responsible for governance of the Library and part of that is dealing with staff structure. A brief discussion ensued. Ms. Williams said she would circulate the Bylaws and Mr. Knopp said he would circulate the City Code.

B. Updated capital budget request

Ms. Harris reported that two of the four items proposed were not approved; however, the furniture will be paid through ARPA funds. Ms. Williams asked what they needed to do about the South Norwalk Branch renovation. Mr. Knopp reviewed the procedure and said the items can be added back in; however, they need to make a good showing at the Common Council public hearing.

Ms. Mann asked if they should contact the Mayor and ask why the funds were removed. Ms. Brescia said she attended the meetings by Zoom and said Ms. Harris presented their position very clearly. A letter will be sent to the Mayor with updated figures.

Mr. Knopp reviewed the Operating budget. Ms. Harris said the IT request was cut. Mr. Knopp said he feels they can make a good case if his is a Covid related need. He said he will try to get the money restored.

C. Enforcement of NPL code of conduct

Mr. Knopp described an incident that took place at the Belden Avenue branch where a patron came into the Branch, several times and was filming other patrons who were not wearing a mask. She said the Police were called. Ms. Harris described the steps that were taken by the Security Guard. It was noted that the Guards are very good. Mr. Knopp said it is an issue of the First Amendment – law vs. policy. Ms Harris stated she she asked to allow the Guard to handle the situation and write a report. There is a sign on the door notifying patrons that masks are required.

D. Update on covid public access policy

There have been no changes to the covid policy.

E. Plan for construction projects review re city procedures

Mr. Knopp said they will have to review this with the City.

6. LIBRARY DIRECTOR'S REPORT

A. GILL & GILL ARCHITECTURAL PROPOSAL FOR GNLV OFFICE AND CLASSROOMS

Ms. Harris reported that the initial fee for the Literacy Volunteer area would be \$4,820, but the room is a very odd shape and they want to restructure it so they can add another classroom.

- ** **MR. KNOPP MOVED TO APPROVE THE AGREEMENT WITH GILL & GILL ARCHITECTURAL FIRM**
- ** **MOTION PASSED UNANIMOUSLY**

B. MULTIPURPOSE ROOMS REFRESH UPDATE

Ms. Harris reported that they anticipate the multipurpose rooms refresh will be completed by June.

C. LAPTOP DISPENSER UPDATE

Ms. Harris reported that they are looking at May to order and get the licensing for the new Microsoft laptops.

D. ROOM BOOKINGS UPDATE

Ms. Harris reported that the tax people have been booking the room. They will finish on April 15th. The work to update the technology in the multipurpose rooms will begin after tax season.

E. NORWALK PUBLIC LIBRARY IS LISTED ON THE FINE FREE MAP FOR THE UNITE STATES AND CANADA

Ms. Harris said this is going very well and people have been so appreciative. She put in a request to be added to the "fine free" map and now Norwalk is included among the libraries in the United States and Canada that are fine free.

F. STAFF COVID-19 UPDATE

Ms. Harris reported that everyone is back to work and healthy. If someone is not vaccinated, they have to test weekly.

7. OLD BUSINESS

There was no old business discussed this evening.

8. NEW BUSINESS

Ms. Baanate asked Ms. Harris to think about a plan to bring people back to the Library, once restrictions are lifted. Ms. Harris said it will depend upon how people want to use the Library and that the survey will go out soon.

9. ADJOURNMENT

**** MS. BRESCIA MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:15 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services