**CITY OF NORWALK**
**PUBLIC LIBRARY**
**BOARD OF DIRECTORS**

**ATTENDANCE**: Moina Noor, Chair; Patsy Brescia, Vice Chair; Ralph Bloom, Laurel Peterson, Jannie Williams

**ABSENT**: Thomas Cullen, Alex Knopp, Mary Mann, Haroldo Williams

**STAFF**: Sherelle Harris, Library Director;

**OTHERS:** Linda Bianchi, Robert H. Lord Company

## CALL TO ORDER

Ms. Noor called the meeting to order at 7:03 p.m. She called the roll and said that there was a quorum present.

## APPROVAL OF THE MINUTES

- **October 10, 2024 Meeting.**

**** MS. BRESCIA MOVED THE MINUTES OF OCTOBER 10, 2024 MEETING.**
**** MS. PETTERSON SECONDED.**

Page 3, in **Ordinance Review**, line 3, please change the following from:

"She said that the current Committee was Ralph, Laurel and Janine."

To

" She said that the current Committee was Alex, Laurel and Janine."

**** THE MOTION TO APPROVE THE MINUTES OF OCTOBER 10, 2024 AS CORRECTED PASSED UNANIMOUSLY.**

## PUBLIC COMMENTS

There was no one present to comment at this time.

## MAIN LIBRARY READING ROOM FURNITURE

Linda Bianchi, Robert H. Lloyd Company Consultant.

Ms. Harris stated that the Library had been allocated funds to furnish the reading room on the Main Library's first floor. Ms. Harris said that previous contractors did not work out and she had contacted the Robert H. Lord Company (RHL) and introduced Ms. Bianchi.

Ms. Bianchi said that RHL was located in Manchester, CT and the company provides furniture for schools, libraries and a variety of institutions. Ms. Bianchi said that she is the Fairfield County and Litchfield County representative. She explained that for schools and libraries, there are different needs such as ADA needs or chair heights, which is different for corporation. Based on her discussions with Ms. Harris, Ms. Bianchi put together a preliminary grouping of different types of furniture to help start the selection process.

Ms. Brescia asked if Ms. Bianchi had been able to see the area. Ms. Bianchi said that she had been in Darien recently and that Ms. Harris accommodated a quick visit for her to see the area.

Ms. Brescia asked if they had considered having electrical plugs installed in the floor. A brief discussion followed about how to provide electrical chargers for various devices.

Ms. Harris displayed some floor plans, followed by furniture pieces identified for the area. She explained that they could not calculate any costs until the staff and Board starts to identify their design preferences and materials. Discussion followed about the variety of different pieces of furniture and textiles.

Ms. Bianchi said that if the Board choose RHL, they would be using the Connecticut Library Consortium contract. She gave a brief overview of all the details involved in terms.

It was agreed that the Board Members would form a subcommittee for selecting the layout and fabrics. Ms. Harris stressed that the staff should be involved.

Ms. Brescia asked whether or not the Board had to get three bids. Ms. Harris said that she would check with the purchasing department. The discussion moved to the amount of funding available.

Ms. Brescia and Ms. Williams said that they would be interested in working together as a subcommittee.

## PRESIDENT’S REPORT

(Moina Noor)

**a. 3 Belden Avenue: Wall Street Project Staging**

Ms. Noor then updated the Board about the spaces that the City wished to take over as a staging area. Currently, the City is working on locating another space for the staging area. Ms. Brescia said that the City had been in contact with the Eagles about possibly using a few of the spots allocated to the library in their lot.

**b. City Contract for renovation project**.

Ms. Noor said that for the time being, Mr. Livingston would be the Library’s point of contact along with Mr. Lo, who has all the materials on the project.

**c. Charter Revision/Governance Committee**

Ms. Noor said that she had asked Ms. Peterson if she could chair the Governance Committee to review the City Charter in terms of what involves the Library. Ms. Brescia said that it would be important to find out when the Charter Commission Chair is scheduling the discussion sections that will involve the Library.

## LIBRARY DIRECTOR'S REPORT

(Sherelle Harris)

**a. Capital Budget Projects: Sliding Door (Main); Security Alarm**

Ms. Harris said that the sliding door project is moving along and the contractor had been out the day before to measure the space. She reviewed the details of the cost and product documents with the Board Members.

The Security System was a two year project. The Main Library was completed in the last fiscal year. This year, the SoNo will be done. She expects the project will be completed in December

**b. Landscaping**
**c. Snowplowing**

During the roll over process, $15,000 was transferred into the Buildings and Grounds budget to cover both library buildings. Both parking lots will be plowed. The custodians will continue to shovel the sidewalks. The lawn care for both buildings will be provided by the contractor. This will include and fall and spring clean up, mowing the lawn, caring for and trimming bushes and e flower beds and debris removal. She said that they were working on having the crew clean up before the first snowfall.

She said it is refreshing to know how many residents care about the conditions of the lawns and let the staff know their opinions. She said in the past there was staff talented in that area.

**d. Tree trimming**

Ms. Harris said she is still working to identify who will take care of the trees. She said someone needs to assess the health of the trees, someone knowledgeable to know what time of year to prune them.

**e. Book Drop**

Ms. Harris displayed a photo of the outdoor book drop, and the area where it will be installed. She said that the Parking Authority arranged for a concrete slab to be placed behind existing concrete for the area to fit the dimensions of the book drop. She said the book drop will be installed after the cement dries and the funds used for the slap will zero out the book drop capital project funds.

## NEW BUSINESS

Ms. Harris asked the Board to vote on the 2025 Library Board meeting calendar, adding that typically, the Board does not hold a meeting in August.

**** MS. PETERSON MOVED TO APPROVE THE 2025 LIBRARY BOARD MEETING CALENDAR AS PRESENTED**.

Ms. Brescia asked if they would have any meetings in person. Ms. Noor suggested that they start in January and said they might hold every other meeting in person. This was agreeable to all.

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

## OLD BUSINESS

Ms. Noor said that they would be meeting with Sharon and Sabrina in Purchasing about moving the Library Café project forward.

Ms. Brescia asked what the budget schedule was. Ms. Harris provided the email that was sent to the Board. Ms. Harris said that the deadline to submit the Operating Budget is November 27th. She said that they would like to give raises to the part-time staff. Minimum wages will be increasing again in January and it is becoming close to what the part-time employees are making. She said that a special meeting be held to discuss the budget..

Ms. Brescia asked about when the ADA consultant who is doing the assessment for the city.. She asked if the issues had been brought to the consultant. Ms. Harris said that the consultant is scheduled to review both libraries on November 18 and that she would point out the doorknobs at the Main Library.

## ADJOURNMENT

**** MS. WILLIAMS MOVED TO ADJOURN.**
**** MS. PETERSON SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting adjourned at 8:27 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services