

**CITY OF NORWALK
PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
October 13, 2022**

ATTENDANCE: Moina Noor, President; Alex Knopp; Patsy Brescia; Ralph Bloom; Jannie Williams

STAFF: Sherelle Harris, Library Director

OTHER: Cynde Lahey, Library staff and Amanda Cleveland, Silver Petrucelli staff

I. CALL TO ORDER

Ms. Noor called the meeting to order at 7:05. A quorum was present.

II. ACCEPTANCE OF MINUTES FROM September 8, 2022 REGULAR MEETING.

*****Mr. Knopp moved to accept the minutes from the September 8, 2022 meeting.

*****Ms. Brescia seconded the motion.

*****The motion passed unanimously.

III. ADDITIONS TO THE AGENDA

Ms. Cleveland gave an update on the Sono renovation project. The proper documentation is currently being prepared and will be ready to go out for bids by the end of the month. This will allow them to target a Jan 1, 2022 start of construction.

More funding is needed to move the stacks to allow for carpeting underneath the stacks. This includes the costs to move and store the books and shelving.

The two things to consider are storage on site which saves money, but means the auditorium will be inaccessible, and offsite storage. This installation will be a few months. Ms. Harris will seek out quotes for both options.

The next steps are to source the costs and approach the city for funding for this.

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IV. PUBLIC PARTICIPATION

There was no public participation.

V. PRESIDENTS REPORT

1. Efficiency Study proposed plan

This will be discussed at the November meeting, and to hopefully have a report to send to the city for the first quarter of 2023. Ms. Noor will reach out to the board members individually to put together an Efficiency Committee.

2. Belden Walk-through Oct. 29

There will be coffee and breakfast. The entire committee is planning to attend.

VI. LIBRARY DIRECTOR'S REPORT

1. Outdoor furniture report

Ms. Lahey presented a proposal for outdoor furniture for the library. The benches in the Mott area need to be replaced. Now that WiFi is more available, with a larger reach there is more opportunity to use outdoor spaces.

Before the furniture is purchased, the library needs to address the landscaping on the front lawn, insects, lighting, and traffic noise.

There are a variety of uses for an expanded outside space for many patrons of the library.

The furniture being considered would provide a variety of seating areas. Also being considered is the purchase of a large tent. Ms. Lahey presented a number of different options.

Ms. Brescia asked where the new seating would be located. The front lawn is being considered.

One of the next steps is to develop a layout of where the new seating and maybe a new tent would go. The front lawn needs a lot of work to make it usable. It is currently very uneven and has large tree roots. Mr. Bloom suggested installing a cement slab to address the unevenness of the area.

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Ms. Lahey and Ms. Harris will consult a site plan to see how many table and chair units would fit on the veranda area in front of the library.

2. Capital budget requests

Capital budget requests will be discussed at the next meeting. This will include an itemized list of needs.

3. Tech Update: Kiosk

Ms. Harris said the laptop kiosks were installed in both buildings, that they have been tested and are operating smoothly.

4. SoNo redesign: Next steps

This was covered in Ms. Cleveland's presentation.

5. Greater Norwalk Literacy Volunteers update

Ms. Harris stated that The Greater Norwalk Literacy Volunteers department renovation was approved in the capital budget ask prior to the pandemic in the amount of \$98,000. The basic premise is to have another classroom. There are two classrooms now. The renovation will add a third. Currently, the tutor sessions are conducted online. Shelly Yong, who is currently running the program, will poll students and tutors about returning to in-person sessions. Many of the students enjoy the convenience of learning online.

Ms. Harris shared the plans by Gill & Gill in advance of the meeting. Ms. Harris will share the plans with the committee when they are together on November 14.

6. Wall Street Plan at Library – Nov. 14

The library will be a home site for the unveiling of the Wall Street Plan on November 14, from 5:30-8:00.

7. Staff updates

The new branch manager in South Norwalk will start on Saturday. She has extensive experience and is expected to bring a lot to the branch. She will join the November meeting to meet the board.

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Owen Nasworthy is the new IT Tech person. He has a great deal of experience, and is excited to be a part of the team. The committee welcomed him.

John Sabia has joined the custodial team. He is rotating between the SoNo and Main branches.

8. Closing the Fridays before Christmas and New Year's

These holidays both fall on Sunday this year, and will be celebrated on Monday. The plan will be to close Saturday through Monday.

******Ms. Williams moved to authorize closing the library on Saturday and Sunday for Christmas and New Year's.**

******Mr. Bloom seconded the motion.**

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

9. Weekend & weeknight opening

Starting this Sunday, the branches will be open. Hopefully, the late nights will begin soon. There will be some media to let patrons know about the new hours.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

The meeting was adjourned at 8:15.

Respectfully submitted,

Amy Chaple
Telesco Secretarial Services

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