

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

ATTENDANCE: Moina Noor, Chair; Patsy Brescia, Vice Chair; Ralph Bloom, Alex Knopp, Mary Mann, Laurel Peterson, Jannie Williams, Haroldo Williams (7:13 p.m.)

ABSENT: Thomas Cullen

OTHERS: Sherelle Harris, Library Director; Marcus Eason, South Norwalk Branch Manager; Victoria Oatis, Head of Children's Main Library

This meeting was held via Zoom

CALL TO ORDER

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

PUBLIC COMMENTS

There was no one from the public who wished to address the Board at this time

APPROVAL OF THE MINUTES

• **June 13, 2024 Meeting**

**** MR. KNOPP MOVED THE MINUTES OF THE JUNE 13, 2024 MEETING.
** MR. BLOOM SECONDED.
** THE MOTION TO APPROVE THE MINUTES OF THE JUNE 13, 2024
MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

INTRODUCTION OF NEW BRANCH MANAGER:

Marcus Eason

Ms. Harris introduced Mr. Eason, who comes to Norwalk from Brooklyn Public Library where he was a Children's Librarian and later a Branch Manager. Mr. Eason has been working in his position for the past month.

Mr. Eason greeted everyone and thanked Ms. Harris for her assistance and guidance during the past month. He said that he was looking forward to working with the Board and the staff. Ms. Harris teased Mr. Eason saying that they had done all of the work on the renovation prior to his arrival and added that Mr. Eason and the SoNo staff had worked very hard preparing the SoNo library for the re-opening.

Mr. Eason said that he was a children librarian at the Bronxville Public Library and later promoted to Assistant Manager at Garrison Beach. Now he has started working at the SoNo Library.

Ms. Peterson asked what his favorite category of reading was. He replied that he likes autobiographies because it shows people going through the same every day struggles.

Ms. Mann greeted Mr. Eason and welcomed him to Norwalk. She said that she looked forward to meeting him in person.

Ms. Brescia said that she had met Mr. Eason at the re-opening of the SoNo branch. She asked Mr. Eason what was most exciting about the SoNo Library. Mr. Eason replied that the love was the most exciting.

Ms. Noor said that some of the Board Members had been able to meet Mr. Eason at the re-opening of the SoNo Library. She added that everyone was looking forward to getting to know Mr. Eason.

Mr. Williams joined the meeting at 7:13 p.m.

PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE REPORT:

Vicki Oatis

Ms. Harris introduced Ms. Oatis and explained that she had attended the Public Library Association (PLA) Conference in Columbus, OH.

Ms. Oatis said that Lisa, who had attended the conference with her had made a short video of the various pictures of the conference. Ms. Oatis then narrated a PowerPoint presentation which included information about a mobile learning kitchen; an app which provides story time in multiple languages (Spanish, Haitian Creole, Greek, Arabic, Lithuanian and more; a sustainable Library initiative and Aunt Flow, a free tampon/pad dispenser.

A discussion followed about the cost of the mobile learning kitchen (\$12,000); the possibility of having Bengali and Urdu included with the multi-language story time app (\$1,350 per year) and the tampon/pad dispenser (approx. \$5,000 to start). Ms. Harris confirmed that there was funding in the budget that would cover the multi-lingual story app.

PRESIDENT'S REPORT

Moina Noor

Ms. Noor thanked the Board Members who were able to attend the unveiling of the SoNo Branch Library. She said she had spoken about how many people expressed their appreciation for the Library. Ms. Harris said that State Senator Chris Murphy had contacted her and Ms. Harris noted that a major portion of the renovation. She added that South Norwalk Electric & Water (SNEW) had paid for the lighting, which is absolutely wonderful.

Letter, Election Process at Main Library

Ms. Noor said that she would be writing a letter to the Registrar of Voters outlining a number of issues with the recent primary election. Ms. Brescia said that the City and the Registrars of Voters were responsible for the program and providing directions to that program location.

Letter, Library Roofs

Ms. Noor said that Mr. Daniels had done a walk through the library with her, Ms. Harris, Ms. Brescia and Neil Rennie (Guardian) to examine the details of the roof leaks. She noted that this year there were leaks in the Main Library entrances and also leaks in the History Room, along with the SoNo Library.

Ms. Brescia said that Ms. Harris had created a chart outlining the issues. She noted that there were still issues with the book drop off at the Main Branch. She suggested switching the entrance and exit at the Main Library to allow the vehicle drivers to drop off books. Discussion followed about the traffic flow in the parking lots.

Ms. Brescia said that it would be important to remove the chain link fencing between the two Main Library lots now that the property issues have been finalized. There were also concerns about the clean up the front lawns of the Libraries. Ms. Noor said that now there is sufficient staff to maintain the area, they will review this in a month or so.

Ms. Noor said that she would be meeting with Mr. William and Ms. Harris on Monday to discuss the café RFP.

LIBRARY DIRECTOR'S REPORT

Sherelle Harris

1. FACILITIES UPDATE: Attached List, Walk-through of both buildings

Ms. Harris displayed a project chart on screen and said that the Board Members received copies of the buildings walk through issues list in their packets. She reviewed the details of the projects shown on the chart with the Board Members.

Ms. Brescia said that they should add additional columns to indicate which budget the funding would come from and also include some type of timeline. Ms. Harris said that she would be meeting with Neil in the coming days, so she would discuss that with him.

2. Budget: Operating rollover requests

Ms. Harris then reviewed the potential operational rollover requests with the Board Members. Once the figures are re-calculated, she will forward the information to the Board Members. Ms. Harris then reviewed the process for retaining the funds. In order to roll the funds over, there will need to be a list of reasons why the changes are needed and a hearing scheduled in September about this.

Ms. Harris then said that there were some small increases in the subscription budget to add an accessibility item to the website toolbar. This particular tool allows users with ADD, dyslexia or vision impairments to customize the site and access the content. She added that Norwalk is racially, socioeconomically and functionally diverse and that she was proud to introduce this toolbar to the City to offer this equal access to website for residents. She added that she had met with Mr. Hnatuk, the ADA coordinator and IT staff and a vendor as the City would like to have the toolbar and they were determining the vendor that would work best for ADA compliance.

3. Norwalk Reads distribution date: August 3, 2024 | 10 a.m. – 2 p.m.

Ms. Harris reviewed the hours for the Norwalk Reads program on at the Main and SoNo Library. Ms. Noor said that it would be great to get some pre-event and post-event press on this.

4. Personnel UPDATE

Ms. Harris then displayed the list of job postings for both branches. Ms. Noor said that there were two full time positions that had been frozen and will be reposted in January. Mr. Eason is currently looking at two additional position for SoNo and will be making recommendations about this in the coming week.

5. Action Items: Policy Edits

1. Museum Pass Policy

2. WiFi Hotspot Lending Policy

Ms. Harris said that there had been some edits made on the policies, which had been sent to the Board Members. She explained where the language had been tweaked for both policies to have penalties begin after two late returns to avoid abuse. She thanked the circulation staff and managers for their assistance with the update.

**** MS. WILLIAMS MOVED TO APPROVE THE CHANGES ON THE FOLLOWING POLICIES:**

1. MUSEUM PASS POLICY

2. WIFI HOTSPOT LENDING POLICY

**** MS. BRESCIA SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

There was no old business to consider at this time.

NEW BUSINESS

Ms. Harris said that the Main Library refrigerator died and they were able to purchase another new one similar to the old model.

**** MR. KNOPP MOVED TO CANCEL THE AUGUST MEETING OF THE BOARD.**
**** MS. WILLIAMS SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MR. BLOOM MOVED TO ADJOURN.**
**** MS. MANN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services