

**CITY OF NORWALK
PUBLIC LIBRARY BOARD OF DIRECTORS
REGULAR MEETING
JUNE 13, 2024**

ATTENDANCE: Moina Noor, President; Patsy Brescia; Janine Williams; Haroldo Williams; Ralph Bloom; Alex Knopp; Laurel Peterson; Mary Mann

OTHER: Sherelle Harris; Shelly Young

CALL TO ORDER

President Noor called the meeting to order at 7:04 P.M. There was a quorum present.

APPROVAL OF THE MINUTES FROM THE MAY 9, 2024, MEETING

**** MR. KNOPP MOVED TO APPROVE THE MINUTES OF MAY 9, 2024 WITH THE FOLLOWING CORRECTIONS:**

- **PAGE 5:** Under 'Staffing Update' please change 'a grant manager has been identified' to 'a branch manager has been identified'.

**** MS. PETERSON SECONDED THE MOTION.**

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (NOOR, BRESCIA, JANINE WILLIAMS, BLOOM, KNOPP, PETERSON) AND TWO (2) ABSTENTIONS (MANN, HAROLDO WILLIAMS)**

PUBLIC COMMENTS

There were no public comments at this time.

PRESIDENT'S REPORT

CLOSING OF 3 BELDEN

President Noor reported that the closing had taken place on May 30th. The property officially belongs to the City. There will need to be a meeting with the City in the near future to figure out the next steps.

WALL STREET RENOVATION

President Noor reviewed the details of the renovation for those present. She noted that it was a 25 million dollar project and reviewed the phases of the project. The groundbreaking will take place on August 5th. They are currently working on improvements to the Yankee Doodle garage. Further review followed.

SONO PARKING

Appx. \$45,000.00 was approved in the capital budget for paving on the lot. They have discussed the schedule and worked to ensure compliance with the ADA. They are looking to get on the schedule for an EV charger as well.

LIBRARIES WITHOUT BORDERS REPORT: SHELLY YONG, LISA STORY, HAILEY ROY

Ms. Harris introduced Ms. Yong who came forward to discuss this item. A slide show was presented for those present. Ms. Young reviewed their intended goals for the partnership such as increasing and sustaining library usage. She reviewed the results of their attempts at outreach on social media and outreach programs. She discussed the sustainability tools for various programs. Further discussion followed regarding social media interactions.

LIBRARY CAFÉ

This item was handled out of order.

Mr. Williams came forward to discuss this item. He said that, over the past month, they had an ad regarding opportunities for companies or individuals with interest. So far there has been no interest. Discussion followed regarding ways to make the offers more appealing and try and enhance profitability. The possibility of partnering with NCC was raised. Director. Harris added her thoughts about the RFP and her Conversations with other Library Directors.

LIBRARY DIRECTOR'S REPORT

FACILITIES UPDATE

SONO REOPENING

The re-opening is currently planned for June 21st. The changes that needed to be made to make the library ADA compliant were reviewed. Further discussion regarding potential plans for the café followed.

MAIN LIBRARY CARPET

Director Harris reviewed the status of the completed first floor carpet project. She noted that many patrons didn't miss out on anything during the installation because staff ensured patrons' needs were met during the process. It was noted that the children's department carpet in SoNo is also faded and that the carpet in the Main Library basement needed to be refreshed.

MAIN LIBRARY WALK-THROUGH

A walk-through of the main library was performed on June 10th. They were unable to do the SoNo library due to time issues. Ms. Harris discussed the areas noted during the walkthrough.

- The roofs need replacing in both libraries.
- The main library elevator needs to be brought up to code.
- There are issues with leaking windows that need replacement.
- There was discussion regarding power-washing the north side of the building.
- It was suggested that they remove part of the fence at 3 Belden Ave.
- Windows at the south entrance of 3 Belden also needed replacement.
- Ms. Brescia provided suggestions for modifications to the library exterior including drop-off modification.
- They didn't have the time to review locks, the bathrooms, and other things.
- After the walk-through, Director. Harris put together a list of things that need to be done..

OUTDOOR MAINTENANCE

President Noor said she had talked with DPW regarding maintenance issues. She discussed issues regarding a tree blocking signage.

MAIN PARKING IMPROVEMENTS

President Noor said she had talked to the Parking Authority on May 21st. Further discussion followed regarding signage on 3 Belden Ave. Director Harris reviewed the outdoor paving plan for the SoNo parking lot.

MAIN FURNITURE PLAN

Director Harris said that \$20,000 had been approved for the main library reading area. They have been working with a vendor regarding the furniture but there had been issues and suggestions were made regarding potential alternate vendors. They are currently looking at June 24th for further discussion regarding this item.

STAFFING UPDATE

SONO BRANCH MANAGER

Director Harris said that the branch manager and the full time custodian would be starting on June 17th. She also reviewed the hours for the part-time custodian. It was noted that they are currently still short-staffed and reviewed some of the positions that still needed filling. Further discussion followed.

OLD BUSINESS

There was no Old Business at this time.

NEW BUSINESS

There was no New Business at this time.

ADJOURNMENT

**** MS. BRESCIA MOVED TO ADJOURN.**
**** MR. KNOPP SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:04 P.M.

Respectfully Submitted,
Ian A. Soltes
Telesco Secretarial Services