CITY OF NORWALK
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING

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

ABSENT: Thomas Cullen, Mary Mann

OTHERS: Sherelle Harris, Library Director

CALL TO ORDER

Ms. Noor called the meeting to order at 7:15 p.m.. A quorum was present.

PUBLIC COMMENTS

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

ADDITIONS TO AGENDA

Mr. Knopp said that he would like to discuss the status of the Café under Old Business.

APPROVAL OF THE MINUTES

- **February 8, 2024 meeting**

**** MR. KNOPP MOVED THE MINUTES OF THE FEBRUARY 8, 2024.**
**** THERE WAS A SECOND.**

The following corrections were made:

Page 2, paragraph 6, line 1: please change the following from:

"Ms. Brescia said part of the issue with the gate was that it did not work."

To: Ms. Brescia said part of the issue with the gate was that it did not work well."

**** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 8, 2024 MEETING AS CORRECTED PASSED UNANIMOUSLY**.

PRESIDENT'S REPORT

1. Strategic/Building Plan Discussion

Ms. Noor gave a brief overview of the discussion and suggested that they have a meeting in April. A discussion followed about the date. The Board agreed that they could hold the meeting on March 23rd at 12:30 p.m. at the Main Library.

2. Governance Update

Ms. Noor then spoke about the Governance Committee and said that she had spoken with Mr. Livingston. She sent him copies of the documentation from the State presentation and those have been forwarded to the Corporation Counsel.

Ms. Noor said that they should review the strategic plan and note where the Library has made progress. Ms. Harris suggested that they ask what they should do post COVID.

Ms. Brescia said that she wanted to see the last update of the City's schematic plans and the Board's plans.

Ms. Noor said that they also need to start the conversation about fund raising.

3. SoNo Parking Meeting with Parking Authority

Ms. Noor said that she had been in touch with Brian about a presentation on this issue. Ms. Noor asked if there was any one on the Board that wished to be part of the meeting.

Mr. Knopp said that he had asked at the last meeting about the parking issues. Ms. Noor said that they have to clarify what their goals are, including whether non-library patrons can use the lot. She suggested that perhaps that they could have a discussion about this at the next meeting. Ms. Brescia said that they have spaces there and they need to maintain those spaces. She spoke about a public hearing that had been held at the SoNo library a year earlier about this issue and noted that this should be included in the minutes. Discussion about the details followed.

Ms. Noor said that she hoped to assemble some information about this before the next meeting. She noted that Brian had told her he would be happy to come out to discuss this and the signage issues.

A brief discussion regarding the café and the renovations followed.

LIBRARY DIRECTOR'S REPORT

1. 2024-25 Operating Budget

Ms. Harris then said that she had sent out copies of the current budget and the proposed budget. She indicated where the original Capital budget requests were and which column held the budget after the cuts. She reviewed the changes with the Board Members along with the Building Plan and the Strategic Plan.

Ms. Harris said that she would like to speak about a book drop, which they had not been able to do because the drop would be located on the passenger side of the vehicles. She said that now that the plan had changed, they could have one just before the vehicle exits. Mr. Bloom had a suggestion that would not involve having the staff going out of the building. Discussion followed.

2. Capital Budget Quarterly Report

Ms. Harris left the information in her office. The Board agreed to move forward with the agenda.

3. Staffing Update
4. Custodian help

Ms. Harris then presented the Board Members with information on the number of positions that had been filled including adding the two part time positions. Ms. Harris then spoke about the part-time staff member named Michael who is the only custodian covering both buildings. She said that he is doing a wonderful job in the situation with no full-time custodian.

Mr. Knopp asked about the interviews. Ms. Harris said that there had been two outstanding candidates and she gave a brief description of the candidates for the accounts clerk position. Ms. Harris added that her recommendation was that the Board Members communicate their issues to her and she would bring it to the appropriate individual.

The discussion moved back to the number of positions that needed to be filled. She said that Guardian (the City of Norwalk's building management company will have someone come in to clean the building thoroughly so that when the staff arrives, everything is cleaned and stocked. This way, Michael can concentrate on set ups.

Ms. Harris said that there had been an issue at the Main Library when a person had stayed in the Library after closing. The cleaning lady and her boyfriend were able to get a photo of the individual and it has been reported to the police. The discussion moved to the security measures that will be taken.

5. Main Library First Floor Carpet Installation

Ms. Harris said that a company has been selected. The first floor of the library will need to be closed for two days and the entire project should not take more than one week. It will take longer If they have to work in phases without closing the library.

6. Main Library Furniture: GNLV and First Floor Adult Department
7. SoNo Reopening Plan

Ms. Harris said that the funding was coming from the Capital funding allotted to the project as well as donations to the GNLV . Cindy and Shelly are working with the Demco on the furniture for the main library first floor and GNLV respectively.. She described the table placements.

8. Norwalk Poet Laureate

Ms. Harris spoke about forming a committee that includes Kimberly Aaron, who was on the Connecticut Poet Laureate selection committee and Mark Allen, who owns and operates Factory Underground and will represent the Norwalk Arts & Cultural Commission. There will be a meeting to start the poet laureate selection process on Tuesday.

RECESS

A recess was announced at 8:30 p.m. Ms. Noor called the meeting back to order at 8:43 p.m.

2. Capital Budget Quarterly Report CONT'D

Ms. Harris distributed copies of the quarterly report to those present. She then explained that this was the information that she had discussed earlier. All city departments received cuts. The Library took a $100,000 operating budget cut. She reviewed the various services that the Library will offer, such as the passport applications. The passport costs and fees are based on pre-COVID costs. Mr. Knopp asked what percentage of the fees went to the staff. Ms. Harris said that the fees go to the city and that could be discussed if they wanted that to change.

The number of patrons visiting the library was the next item discussed. Ms. Harris said that these figures were used for marking.

She then reviewed the details of the line items in the report with the Board Members.

OLD BUSINESS

There was no old business to consider at this time.

NEW BUSINESS

There was no additional new business to consider at this time.

ADJOURNMENT

****	MS. BRESCIA MOVED TO ADJORN.**
****	MS. PETERSON SECONDED.**
****	THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:01 p.m.

Respectfully submitted

Telesco Secretarial Services.