

**CITY OF NORWALK
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING**

ATTENDANCE: Moina Noor, Chair; Patsy Brescia, Vice Chair; Ralph Bloom, Alex Knopp, Jannie Williams, Haroldo Williams (7:06 p.m.); Mary Mann (7:13)

ABSENT: Laurel Peterson, Thomas Cullen

OTHERS: Sherelle Harris, Library Director

CALL TO ORDER

Ms. Noor called the meeting to order at 7:03 p.m. A quorum was present.

APPROVAL OF THE MINUTES

• December 14, 2023 meeting

**** MR. KNOPP MOVED THE ITEM.**

The following changes were noted:

Page 2 of 3, Main Library Architectural Budget, please change the following from:

MAIN LIBRARY RENOVATION ARCHITECTURAL BUDGET

The \$2.02 Million is going to be taken by the Economic Development which was being held for the parking lot. There will be an RFP for quarter 1 or 2 and our budget will be replenished.

To:

MAIN LIBRARY RENOVATION ARCHITECTURAL BUDGET

Ms. Noor said that this was not an accurate representation of what she said and she would like it to be stated for the record that the \$2.2 million dollars for architectural design services in the economic development budget is now being held for the acquisition of the 11 Belden parking lot. The economic development will be requesting for those funds to be replenished in the coming budget season.

Page 3, paragraph 2, please change the following from:

“Ms. Noor said that this is a priority and that Mr. Livingston is aware of this need”

To: “Ms. Noor said that this is a priority and that Mr. Livingston and the City are aware of this need.”

Mr. Williams joined the meeting at 7:06 p.m.

- ** MR. KNOPP MOVED THE MINUTES OF THE DECEMBER 14, 2023 MEETING AS CORRECTED.**
- ** MS. WILLIAMS SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 14, 2023 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

PUBLIC COMMENTS

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

ADDITIONS TO AGENDA

There were no additions to the agenda at this time.

PRESIDENT'S REPORT

• 3 Belden Avenue and 11 Belden Avenue Updates

Ms. Noor said that the acquisition for 11 Belden Avenue had been moved to the end of January. The Mayor's Office is actively working on this.

The First Taxing District is actually working on the closing for 3 Belden. Once that is completed, there will need to be a meeting with Mr. Travers about the parking for the library.

Mr. Knopp said that it was a major inconvenience for the elderly patrons and those with children and parents with strollers not to have use of 11 Belden lot in January. He noted that the City Council has acted on the item and money has been paid to seller. This is an inconvenience to the library patrons. He gave a brief overview of the remaining legal process that will happen in the near future. Discussion followed.

Ms. Mann joined the meeting at 7:13 p.m.

• SoNo Parking Meeting Update

Ms. Noor said that there was a meeting about the Webster Lot and the SoNo Library parking. Ms. Mann, Ms. Brescia, Ms. Williams and Ms. Harris were present along with Ms. Vonashek and Mr. Travers from the City. The discussion centered at the parking in South Norwalk. She added that last year, there was an announcement that there were plans and funding obtained to construct a 550 unit residence with approximately 1,600 parking spaces for both the residents and the public.

The site has a brownfield which will have to be remediated. The project will take at least 36 months. The Library is looking for 10 spots to be reserved for Library staff. Currently the Library has 20 spots at the SoNo Library, which is not enough when programs are being presented. With the upcoming renovations, the SoNo Library will be utilized even more.

Ms. Noor said that they need to present their case for more parking. Both Jim and Brian are very open to collect the data and review the data.

Ms. Brescia said that the Webster Lot was a major change in the area. The SoNo branch is locked in to its current location with the limited parking. Ms. Brescia said that the original developer that was presented with the information regarding Library parking was no longer associated with the project and a new developer has taken over. Now they need to present this issue to the Parking Authority and it is crucial to make the Library's needs known now.

• **ACTION ITEM: Haroldo Williams as Board Secretary**

Ms. Noor said that she had been reviewing the bylaws and the Executive Committee was not fully staffed. She said that she would like to suggest Mr. Williams as the Library Board Secretary.

**** MS. BRESCIA MOVED TO APPOINT MR. HAROLDO WILLIAMS AS BOARD SECRETARY.**

**** MR. BLOOM SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Noor said that she enjoyed working with Mr. Williams in the past.

LIBRARY DIRECTOR'S REPORT

• **Café RFP/ Bureau of Education and Services for the Blind/ Vending Facility of The Department of Rehabilitation Services Waiver**

Ms. Harris said that she was waiting to hear back from the City about the RFP. She was told that they could move forward with the document because it had not expired. Ms. Brescia said that it would be important not to let the document lapse.

• **Main Library Capital Budget Carpet Replacement**

Ms. Harris said that she had spoken with Neil Rennie (Guardian) about the carpet replacement. The stacks will not be removed. Discussion followed about the potential removal of the baseboard before the new carpeting is installed. Ms. Harris will check on this detail.

• **SoNo Library Renovation Update**

Ms. Harris presented a PowerPoint on the renovations for the SoNo Renovations. The photos showed the progress of the renovations. Ms. Noor said they exceeded the expectations of her update request.

• Community Room Technology Upgrades at Main and SoNo Libraries/Hybrid Meetings

Staff training will start on January 19th on the updated equipment at the main library. By February, both rooms will be completed. Ms. Brescia asked if the public would be able to rent the rooms out for hybrid meetings. This could be a good source of revenue. Ms. Harris responded that the rooms can be rented for revenue.

• Approval of 2024 Board Meeting Dates:

January 11	July 11
February 8	No August Meeting
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12

**** MS. MANN MOVED TO APPROVE THE 2024 BOARD MEETING DATES AS PRESENTED.**

**** MR. KNOPP SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

• Staffing

Ms. Harris said that one of the job postings had closed earlier in the day.

Ms. Brescia said that on January 5th, The Norwalk Hour had a front page article about job positions with the City of Norwalk but there was no mention of the Library positions. Ms. Brescia said that it would be important to keep in touch with Mr. Daniels about the open positions. It would be good to know what the target dates are and keep people accountable. Ms. Noor said that there was a link to the Norwalk site and the Library was at the top of the list.

Ms. Brescia asked if the dates for the Budget hearings had been released. Ms. Harris said that the Operating Budget calendar the recommended budget will be released on February 15th and the public hearing will be on the 22nd. The Capital Budget will be released next Wednesday and Thursday.

Ms. Brescia said that during the Charter Revision Process, they had changed the budget dates and moved them earlier in the process. Ms. Harris displayed the calendar on screen and said that she would sent the document to the Board Members again.

Ms. Brescia said that last year, they had spoken about having the City come to discuss the role of the Library Board. Ms. Noor said that it would be a conversation where the Board should have the person from the Connecticut Library Board come to address the group.

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. MANN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:47 p.m.

Respectfully submitted

Telesco Secretarial Services.