

**CITY OF NORWALK  
LIBRARY BOARD OF DIRECTORS  
FEBRUARY 12, 2026  
REGULAR MEETING MINUTES**

**ATTENDANCE:** Heraldo Williams, Janie Williams, Alex Knopp, Mary Mann, Moina Noor

**STAFF:** Sherelle Harris (Library Director)

**I. CALL TO ORDER**

Chair Moina Noor called the Regular Meeting of the Norwalk Public Library Board of Directors to order at 7:00 p.m.

**II. ROLL CALL**

A roll call was performed. Present at the meeting were Heraldo Williams, Alex Knopp, Sherelle Harris, Mary Mann, and Moina Noor. Janie Williams joined the meeting following roll call. A quorum was present.

**III. ACCEPTANCE OF MINUTES**

A motion was made to approve the minutes of the previous meeting. Alex Knopp moved and Mary Mann seconded. The motion carried unanimously.

**IV. PUBLIC PARTICIPATION**

There were no members of the public at present.

**V. REPORTS**

**A. PRESIDENT**

**1. WEATHER-RELATED CLOSURES**

Chair Noor provided an update regarding library closings during snow emergencies. She reported that, following consultation with the City and Corporation Counsel, the Library will follow the City's snow emergency closure determinations, including on weekends. It was further noted that the library is considered a non-essential function and will be included in weekend communications regarding snow emergencies.

Members noted recent improvements in communication regarding closures. Chair Noor and Director Harris expressed appreciation to library staff for the library's role as a visible warming center during recent cold weather.

## **2. HISTORY ROOM DEDICATION FOR RALPH BLOOM**

Chair Noor reported that Director Harris has been coordinating with the sign maker regarding the plaque for the Ralph Bloom History Room dedication. The sign maker indicated an estimated four-week lead time, and the order is expected to be placed imminently. Chair Noor proposed targeting early April for the dedication and stated she and Director Harris will circulate a proposed date by email. Additional details, including cost and installation, will be discussed at a future meeting.

## **3. CELESTE Y. GARR ROOM NAMING**

Chair Noor reported on the February 4 Land Use Committee meeting regarding the proposed naming of a room in the Children's Department in honor of Celeste Y. Garr. Chair Noor and Board Treasurer, Jannie Williams spoke in favor of the room's naming. The committee voted to advance the room naming to a public hearing on March 3 and separated ("decoupled") the funding aspect from the room naming vote. Chair Noor stated the Board will discuss funding and bequest implications further during the Foundation meeting.

## **4. EAGLE'S PARKING SPACES**

Chair Noor reported that the Chief of Staff raised questions regarding the library's leased parking spaces in the Eagle's lot, including whether the spaces are needed and the possibility of a rate increase upon renewal. Director Harris reviewed the need for parking capacity during high-volume programs. She mentioned parking for staff and noted the need for correct directional signage and consistency across the library parking locations.

Board discussion included the library's operational need for additional parking during programs, staff safety considerations. Mr. Knopp pointed that costs for parking and signage should be covered by the Parking Authority rather than the library's operating budget. Members discussed collecting data during peak usage periods (including story time and large programs) to document demand.

A motion was made authorizing Chair Noor and Director Harris to draft a memorandum to the City regarding (1) parking need, (2) responsibility for payment, and (3) signage and consistency across parking areas. Mary Mann moved and Alex Knopp seconded. The motion carried unanimously.

## **5. PASSPORT SERVICE**

Chair Noor reported that the U.S. Department of State issued a ruling that nonprofit libraries must discontinue processing passport applications. Chair Noor noted that Norwalk Public Library is not affected because it is a municipal entity (not a 501(c)(3)). Chair Noor further reported that the library is in the process of reinstating passport services, and Director Harris noted that Ferguson Library would conclude passport service the following day and provided an update that passport services will begin on April 6 at the Main Library.

Director Harris stated that service hours are anticipated to include: Tuesdays (10:00 a.m.–2:00 p.m.), Thursdays (5:00 p.m.–7:00 p.m.), Saturdays (11:00 a.m.–4:00 p.m.), and Sundays (1:00 p.m.–3:30 p.m.). Members discussed ensuring clarity with City budget authorities regarding how passport revenue will be handled and credited.

## **B. LIBRARY DIRECTOR**

### **1. CAPITAL AND OPERATING BUDGET UPDATES**

Director Harris reported that the mayor recommended the library's requested 25% increase in the book budget, increasing the book budget from approximately \$224,000 to approximately \$323,000. Director Harris also noted contractual increases and a 15% increase in the part-time staffing budget. Director Harris reported that the Board of Estimate and Taxation (BET) is scheduled to review the operating budget on March 3 at 6:30 p.m.

### **2. ADA-COMPLIANT DOOR HANDLES (APPROVED CAPBUD PROJECT)**

Director Harris reported continued efforts to advance the approved capital project related to ADA-compliant door handles, noting existing door hardware issues and ongoing coordination for next steps.

### **3. LIBRARY VAN (APPROVED CAPBUD PROJECT)**

Director Harris reported the new library van has arrived. The plates were put on the new van, and the previous van was taken to be auctioned. Director Harris noted progress on branding (logo application). Members discussed charging logistics and the potential benefit of permanent EV charging infrastructure at library facilities. Director Harris noted that a portable charger has been provided for interim use and stated that an EV charging station should be requested for the main library.

### **4. SUNDAY HOURS DURING SUMMER MONTHS**

Director Harris stated she is continuing internal discussions regarding Sunday hours. She said one department didn't see the benefit of Sunday hours during summer months, but another department would like to have Sunday hours for passport service. She stated that there is no proposal to change at this time. Members noted that this is an item the Board may weigh in on.

## **5. GENEALOGY PROJECT**

Director Harris reported that Board member Herald Williams presented the idea of the library offering genealogy/ancestry-related tools and programming as a community service. Members discussed potential value, particularly as a program that helps patrons navigate and use available resources. Further research and development of the concept is underway, including possible partnerships.

## **6. GNLV OFFICE FURNITURE**

Director Harris reported that custom office furniture has been delivered. The remaining work includes technology setup and student furniture.

Director Harris also reported that the Sono elevator was out of order and that authorization was provided for a vendor repair.

## **VI. OLD BUSINESS**

There was no old business.

## **VII. NEW BUSINESS**

There was no new business.

## **VIII. ADJOURNMENT**

Mary Mann made a motion to adjourn. Alex Knopp seconded. The motion carried unanimously. The meeting adjourned at 7:42 pm.

Respectfully submitted,  
Jada Caballero  
Recording Secretary