CITY OF NORWALK
PUBLIC LIBRARY
BOARD OF DIRECTORS

ATTENDANCE: Moina Noor, Chair; Patsy Brescia, Vice Chair; Haroldo Williams, Jannie Williams, Alex Knopp, Mary Mann (8:00)

ABSENT: Thomas Cullen, Laurel Peterson

OTHERS: Sherelle Harris, Library Director

CALL TO ORDER

Ms. Noor called the meeting to order at 7:00 p.m. She stated that they would review the minutes when a quorum was present.

Mr. Knopp joined the meeting.

ACCEPTANCE OF THE MINUTES

A. Regular Meeting: December 12, 2024

Ms. William said she had one correction and noted that under the discussion of the Charter Revision, the minutes did not include her statement that the Library Board in consultation with the Mayor, shall appoint the Library Director. Ms. Williams stated that she had said this and should be included in the minutes.

Ms. William then asked the Telesco secretary if she was responsible for doing the revisions because they were not being done correctly. She asked the secretary to pay attention to this because Ms. Williams was not sure who does it. She said that the secretary has to be very careful when she is doing the minutes to be sure that she captures everything that's revised.

**** MS. WILLIAMS MOVED TO APPROVE THE MINUTES OF THE DECEMBER 12, 2024 MEETING WITH HER REVISIONS.**
**** MR. WILLIAMS SECONDED.**
**** THE MOTION PASSED WITH FOUR IN FAVOR (KNOPP NOOR, J WILLIAM AND H. WILLIAMS) AND ONE (1) ABSTENTION (BRESCIA).**

PUBLIC PARTICIPATION

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

REPORTS

A. President

1. Ralph Bloom's resignation

Ms. Noor stated that Mr. Bloom had submitted his resignation from the Library Board. She said that she would like to recognize Mr. Bloom for his many years of service and contributions to the Board. He was an invaluable Board member and continues to be a great friend to the Library. He always provided context as Norwalk's historian. She added that the Board looked forward to celebrating him in the months to come.

2. Charter Revision

Ms. Noor said that she had sent around a revised document based on some of the comments from the last time and also a conversation that Ms. Noor had with Dawn briefly on the 8th.

Ms. Noor displayed a copy of the following document on screen.

DRAFT #2 –1/8/25

RESOLUTION ON CHARTER REVISION FOR NPL BOARD OF DIRECTORS

The Board of Directors of the Norwalk Public Library requests the following four changes be made part of the next Norwalk Charter Revision:

1. **The NPL Board of Directors in consultation with the Mayor shall appoint the Library Director.**
   1a. The City Library Director shall be appointed by the Library Board of Directors with the approval of the Mayor.

Justification: This change adopts the management recommendation from the Connecticut State Library guidelines and follows the standard practice of public libraries, including municipal libraries, in Connecticut.

2. **The City Library Director shall report to and have such duties as are defined by the Library Board of Trustees on matters of library policy and strategic planning and by the City/Mayor on matters of personnel and administration.**

Justification: This change clarifies oversight responsibilities to better match the hybrid nature of managerial positions in Norwalk City government.

3. The NPL Board of Directors shall work with the Library Director annually to prepare a budget, advisory in nature, for submission to the Board of Estimate and to **the director of Community Services** of the City of Norwalk.

<u>Justification</u>: This change updates the NPL Board's budget reporting procedure to better conform to the City's new management structure.

Ms. Noor stated that the Governance Committee met and Ms. Peterson sent a copy of the Charter revision. There were comments and discussion on the document.

Ms. Noor noted that there were three revisions included instead of four. The fourth point was about the strategic planning and about updating the strategic plan every five years. According to Dawn this is basically an old school model in Library work and in non-profits. She said that the best practice was now to create a strategic framework for a longer period of time and update that on a more regular basis. Ms. Noor suggested that the Board add in Number 2 the City Library Director shall report and have such duties as are defined by the Library Board of Trustees on matters of Library policy and strategic planning and by the City/ Mayor on matters of personnel and administration. This will fit nicely with the City Attorney Mario Coppola and reflect our joint discussions.

Ms. Brescia asked what Atty. Coppola's response to this was. Ms. Noor said that the document has not been sent to them yet and she had not spoken to him yet. This was based on the Board's previous conversation about the role of the City versus the role of the Board. She felt that this reflects the conversation that they had with him when he came to give his presentation.

Ms. Harris asked for clarification on the matters of Personnel and administration. She said that she remembers Atty. Coppola mentioning this. Ms. Noor said that is why it says the duties defined by the Library Board of Trustees on matters of Library policy and strategic planning and the City Library Director will report to the City and Mayor on matters of personnel and administration. It's culling out that distinction.

Ms. William said that Ms. Noor was saying that the City is going to be responsible and that the Mayor should be responsible for matters of personnel and administration because the Board should not be.

Ms. Brescia said that if they split that into two sentences and get rid of the end and have the second concept be a separate sentence, it would be clearer. Ms. Williams agreed.

Ms. Noor said the statement would be "The City Library Director shall report to and have such duties as are defined by the Library Board of Trustees on matters of Library policy and strategic planning. The Library Director shall report to and have such duties as are defined by the City/Mayor on matters of personnel and administration.

Ms. Harris said that it was stating to report to the Board for this in one section and in another section it has the Director reporting to the City/Mayor. She pointed out that instead of making it two separate sentences, they should keep the "and" and add afterwards "report to" This was agreeable to all.

Ms. Harris was asked to read the statement again just to be clear. "The City Library Director shall report to and have such duties as are defined by the Library Board of Trustees on matters of Library policy and strategic planning and report to the City/Mayor on matters of personnel and administration." The Library Board agreed with the change.

Mr. Williams asked where the Library Director get their direction on issues of finance or get approval. Ms. Harris replied that it was included in Number 3. Ms. Noor agreed.

Ms. Brescia noted that when Atty. Coppola made his presentation to the Board, he spoke about the concept that the Board would appoint a Director with the approval of the Mayor.

Ms. Noor requested that the Board Members review Number 3 first before making changes to Number 1. She explained that she had added "The Norwalk Public Library Board shall work with the Library Director annually to prepare a budget, advisory in nature, for submission to the Board of Estimate and to the Director of Community Services of the City of Norwalk." The Director of Community Services was added to reflect the new structure and is more accurate.

Ms. Noor then directed everyone to Number 1, which is the item the Committee had discussed at length.

ACCEPTANCE OF THE MINUTES CONT'D

Ms. Harris noted that the Telesco secretary rejoined the meeting. The secretary apologized and explained that her computer had frozen which required her to switch to another computer in order to rejoin the meeting. Mr. Williams said they had a question about the minutes from the last meeting.

Ms. Harris said that Ms. Williams had an issue with the minutes. Ms. Williams said she was asking the secretary to include the fact that in conjunction, which is what it's saying right there in consultation with the Mayor, that was from her but it was not stated in the minutes. She asked who was responsible for doing the revision of the minutes. She said that she finds that they are not being done correctly. She repeated her question as to who was responsible for doing it and whether they could make sure that revisions as it is stated, not changing anything but make sure when the secretary is listening to the recording that all that stuff is put in there. That's what she was stated and she did not find this happening.

Ms. Harris suggested that after everyone makes those changes, they send them to Ms. Harris in order to post them as a final document. The secretary explained that she did not have the document that they were referring to. Ms. Harris suggested that the secretary listen to the last month's minutes. She added that the major thing was once the Board gives the changes, then the changes can be sent to her in order to upload them on the City website as a final document.

The secretary repeated that she did not have the Charter Revision document that they were referring to. She said that if she had the document, it could be included in the minutes. Ms. Harris said that the big picture is that after every Board meeting, if there is a change that the revised minutes can be sent to her to upload as final document. The secretary said that she would do her best to accommodate them.

Ms. Brescia said that it was a basic requirement that the corrected minutes are sent. If the Board suggests changes, they are to be made and returned so that they have corrected minutes. The secretary said that she will let Ms. Telesco know about these changes.

Ms. Noor noted that Telesco had made changes when there was an issue with Ms. Williams' name. She pointed out that in the most recent set of minutes, Ms. Williams' name was corrected and that next month's minutes should reflect the changes that Jannie spoke about. Ms. Williams said that this was correct.

Charter Revision CONT'D

Ms. Noor said that there were a number of different version for the language in Number 1. She pointed out to Ms. Brescia that currently, the Board has no role in appointing or hiring the Library Director. It was done without a lot of education to the Charter Revision Committee and it is not in line with what Boards all over Connecticut are doing. Ms. Noor said that when she spoke with Dawn, Dawn reiterated that. The vast majority of libraries, including the ones that are the most similar to Norwalk, like New Haven and Fairfield Municipal Libraries, the Board has an important role in appointing the Library Director, but they do not necessarily have the only role. There are many places where it is done with the Mayor. There are many places where it is done just the way that Norwalk has done in the past. This is an opportunity now that they are much earlier in the process, to have a little bit of back and forth both with the Charter Revision Committee and the City about this. The goal is to send this to the Charter Revision Committee and to the City and have conversations with both of them about why the Board thinks these three things are important to be included in the current Charter Revision. She asked if anyone had any comments on Number 1.

Mr. Williams asked if they were consciously making the decision to change the title from Library Director to City Library Director. He said that throughout the document, the Director is referred to as the City Library Director.

Ms. Harris said that this change would have to be approved by the union. Ms. Noor said that they could remove the word "City" from the title.

Ms. Williams noted that the word "appoint" was used and said that an appointment is different from a hire because a hire means that you have an application process and an entry process. That's a hire. Appoint is more like when someone is appointed to a Board. It is two different things. She suggested that they change the wording to "shall hire" the Library Director, not appoint.

Ms. Noor said that she had taken the language from the Fairfield Charter.

Mr. Williams asked for clarification on whether the Board was recommending and the Mayor approving.

Ms. Williams said that was what it was supposed to be. The Board recommends it and then it is up to the Mayor to approve that recommendation.

Ms. Harris asked if there were going to consider something that Ms. Brescia mentioned and that Ms. Williams brought up several times, which is that the Director is an employee of the City. She added that the Mayor was actually being a gentleman in allowing the collaboration. The Board selected three candidates and presented those candidates to the Mayor and the Mayor decided. The Board was able to select their top three candidates.

Mr. Knopp said that they were discussing revising the Charter and the Commission that has the most jurisdiction over quality of life in Norwalk is the Planning and Zoning Commission and when it was reformed a few years ago, the Commission was restored the responsibility for appointing its Executive Director even though, like the Library Director, it is a City position. Mr. Knopp said that he believe previously the position has been appointed by the Mayor. They are not talking about discontinuing something but what should be the case. When the last Charter Revision was done, this Board did not have any input into the final decision that was made because of the way in which it was done. Now the Board is talking about changing the way that it is done, so it is clear that the Director reports to the Board on Library matters. It's not so clear now and there have been instances where it was not clear and caused some confusion.

Ms. Brescia said that she had been the chairman of that Committee and the Library had an equal opportunity to present whatever they wanted to present. She said that Mr. Knopp's comments were a little misleading and her concern was the Director was a City employee and pointed out that she had asked previously if the concept had been discussed with Corporation Counsel before it was presented to the new Commission.

Ms. Noor said that they had not brought it forth to the Corporation Counsel.

Ms. Brescia said that she thought it would be good to run it by them and see what's happening.

Ms. Noor said that the Board of Directors was formed under a State statute. Every Library in Connecticut must have a Board. This is the way it is done throughout the State. With municipal libraries it is a little different. The Board and the Mayor or the First Selectman has to work together or figure out a process together. The Board is involved in some way in the hiring of the City Director. The way it is now, the Board has no role. Ms. Noor felt that this takes away all of the power from the role of the Board.

Ms. Brescia said that the Board had interviewed and selected three candidates that the Board gave to the Mayor.

Ms. Noor said that the way that the City Charter was done, the Mayor hires the Library Director with the approval of the Common Council. That goes into a whole different direction. She felt that the Board needs to get back to where it was before. That was when the Board had an active role in hiring and the Mayor approved one of the three candidates. This is standard operating procedure in the majority of libraries. Dawn said that there are a few libraries which are very small and have very dysfunctional City management.

Ms. Brescia said that this discussion should be held with Corporation Counsel before anything is finalized.

Ms. Noor said that she would be happy to reach out to Atty. Coppola and the Governance Committee can show this to him. After reviewing the Charter Revision Commission calendar, the Library Board is still very early in the process because they have many meetings. She added that she would like to get this in front of them sooner rather than later.

Mr. Williams recommended that the Board consider how they could strengthen the first one. He felt that this item was still up in the air regarding how the process would work since it is not clear if the Board would be recommending three people like they did the last time or they only recommend one person with the Mayor having final approval. In the hiring process, the Mayor would only approve or is the Board submitting a number of candidates.

Ms. Williams said that she was the Chairperson in the past and at that time, the City provided the Board with all of the applications for review by the Committee. They determined who was the best candidate. The top three were identified.

Mr. Williams asked for clarification. Ms. William repeated that he was the Committee Chairperson in the past and at that time, the City provided the Board with all of the applications for review by the Committee. The Committee chose the top three candidates and submitted that to the Mayor and then the Mayor was the one who chose who he wanted for the Library Director. That’s how the process worked.

Ms. Noor thanked Ms. Williams for the background. She said that she did not think that the Board should be so specific in the Charter by describing the process exactly. By keeping it open ended in the sense of having both the Board and Mayor working together to figure out the process. Maybe it will be the same process as they did in the past, or maybe there will be a new Mayor with a different idea, but the goal is to have a partnership. She added that personally, she felt that they should not be so specific about this.

Mr. Williams said he felt that they might want to be specific in order to avoid situations where the Board is expecting to work in a partnership but what would happen if it was somebody who doesn't see the Board as a partner.

Ms. Williams agreed and felt that the Board needed to be specific. She pointed out that this was the reason that the Board was working on this item now because previously it was not specific. She said she was confused because it was indicated on the Charter Revision that the process was not specific. Ms. Noor was actually saying two different things in that she said she did not want it to be specific but she wanted it to be like the Charter. So, if Ms. Noor wants to be like a Charter, they need to be specific. Ms. Williams stated that she agreed with Mr. Williams and they needed to be specific. There will be no questions and it will be outlined there to the point.

Ms. Noor replied that she did not think that was the point.

Ms. Williams said that she thought it was necessary and did not think they should be ambiguous, they should be specific.

Mr. Williams pointed out that there had been situations where the Mayor doesn't see the Library Board as partners and does not care what the Board said. He asked how they would manage that process.

Ms. Noor explained that this would make it specific because now a mayor could not come in and say oh, I can't consult, I don't need to consult the Library Board because it is written in the document that they would have to work in consultation with the Library Board of Directors. That is specific. Ms. Noor said that she was speaking about forming the Committee and how they would get three candidates. It could be two candidates one time. She said she did not think the entire process needed to be written out. That is what the Charter is for.

Mr. Williams said they might want to reduce or eliminate that.

Ms. Brescia repeated her earlier suggestion that they talk with Corporation Counsel.

Ms. Noor said that they would speak with Corporation Counsel.

Mr. Williams asked if they would be seeking guidance.

Ms. Noor said that since they are the Board, they can have their opinion about this and say these are our recommended changes for the Charter Revision. She felt it was very good to have the City involved but did not think the Board had to have the City check it off before this is submitted to the Charter Revision Committee.

**** MS. BRESCIA MOVED TO TABLE THE RESOLUTION ON CHARTER REVISION FOR NPL DIRECTORS DATED JANUARY 8, 2025 UNTIL THE BOARD CONSULTS WITH CORPORATION COUNSEL**.

Mr. Williams recommended a discussion with Corporation Counsel by the Chair.

Ms. Noor said that she would approve the tabling with the caveat that she did not think they needed approval by the Corporation Counsel.

Ms. Brescia said that was not the motion.

Ms. Noor said that she would vote to approve tabling the item until they talk with Corporation Counsel.

**** THE MOTION TO TABLE THE RESOLUTION ON CHARTER REVISION FOR NPL DIRECTORS DATED JANUARY 8, 2025 UNTIL THE BOARD CONSULTS WITH CORPORATION COUNSEL PASSED WITH FOUR (4) IN FAVOR (NOOR, BRESCIA, H. WILLIAMS, J. WILLIAMS) AND ONE (1) OPPOSED (KNOPP**).

3. Library Café

Mr. Williams gave a quick updated on the Café and said that the Library RFP was launched again. A pre-RFP session was held by the Norwalk City Purchasing Agent and two different groups attended. Each group has two people. These groups has some sort of interest in the RFP. Unfortunately, it was a rainy night. However, the attendees expressed interest.

The first group that joined has a mobile café that they claim that they set up in different locations. They seemed to have a lot of stipulations or desires that probably would not work. They were concerned about whether they would be restricted by the noise level in the library. They felt that a café thrives with certain sounds and noise. They also had questions about whether they could open before the library opens and if a window could be created on the side of the building to serve the people going to work before the library opens.

The second group was more interested in the space because they manage a few library cafes, one of which is in Darien, and some other locations. They were concerned about the space and thought there might be some restrictions.

Mr. Williams thanked Ms. Harris for providing some photographs showing the books on the shelves right in the same space as the café. They had asked if the pictures could be cropped. Ms. Harris cleared up that are and then got some smaller café like tables.

Ms. Harris said it was a team effort.

Mr. Williams said that he was optimistic after that meeting. He has spoken with a few people and suggested that Ms. Harris contact the SoNo Bakery and make more people aware. Mr. Williams said that he spoke with Sharon about whether any submissions or inquires had come in. Sharon said that nothing had come in. Mr. Williams reminded everyone that it was the holiday season and people go away. He suggested putting some messages out to generate some interest.

Ms. Harris noted that the deadline was January 14th.

Mr. Williams said that they could asked for it to be extended. If there is no response, the Board will just have to accept the fact it isn't going to work.

Ms. Noor asked about the person who runs the Darien Library café and whether the Library Board would be able to reach out to them.

Mr. Williams said that the Board needs to be cautious because they cannot appear to favor one vendor over another. He added that he did not have the contact information because he was not the one running the session.

Ms. Harris said that they needed to follow up with Sabrina to see if it went out to the Chamber and other places.

Mr. Williams said that Sabrina said she had sent some things out. He said that he would also reach out to Sharon to see if she would share the name without making it look like what she cautioned them appearing to favor one over the other. He asked if there were any other suggestions.

Ms. Noor said that they need to try whatever they can for this RFP but she also felt that the Board needs what they would do if they don't receive a good bid. She pointed out that it was a risky business and a hard sell.

Ms. Brescia said that the Board was not obligated to accept anything if it does not meet the Board's criteria. If bids come in that the Board does not like, they do not have to accept them.

Ms. Noor asked what would happen if they don't like any of the bids.

Ms. Brescia said that they would have to start all over again.

Ms. Noor pointed out that this was the second time that the Board had done this and asked if there was any out of the box thinking on this rather than repeating the same process. Library cafes are not a big money making venture and a bit of a hard sell for some people. She asked if it would be worth the time to do it again in the same way.

Mr. Williams said that this time was not the same way as before. They reached out to the City for their guidance and recommendation in the beginning and even getting Sabrina in. She supposedly has launched some communication about this occurring and the Board held the pre-RFP and announced it on the City website and only had two groups on a rainy night.

Ms. Williams said that it was pouring that night and thought that this was a deterrent because it really was coming down. If the Board has to do it again, this way they may get more people.

Sometimes people have to keep going to get someone they want. The Board should not just put anyone in there, they need the right person in there. If it takes more than one try, then this is what it is. It is like hiring somebody. That's the same thing that the Board is doing. The Board needs the right candidate and then they can start from there.

Ms. Noor pointed out that right now, they don't have any candidates.

Ms. Williams replied that the Board shouldn't give up on it.

Ms. Noor said that she was not saying they should give up but just think a little differently about it.

Ms. Williams stated that she was really impressed when the two people came because she was present. They had their questions, they had their issues. They even looked at where they would keep their stuff and all that along with what they could do. She was impressed with the fact that they knew what they wanted because they are also shopping. They have to know what is going to fit for them, which makes sense. The Board needs to find someone who likes it and it's going to be a fit for them right in there. It is important to be patient with that because it's like hiring somebody for the right position. It's important not to just hire anybody. It just takes time to get the right person in the right place in the right time.

Ms. Williams said she did not think it works. The Board just has to be patient. She added that she thought it went really well and if they have to do this again. The Board needs to keep going and keep doing it until they find the right person to fit in the space and it fits for them.

Mr. Williams said it was an engaging meeting and felt that for one of the people it would be a difficult fit. He said that one other questions that the groups wished to know was whether the Library had a lot of activities and whether the Board would consider giving them some advantage to provide the food for the event.

Ms. Harris said that in the room booking policy, people can see the name of the vendor if they want to use them.

Mr. Williams said that one of the things that they had told the groups was that if they were interested in doing this, it could be included in the RFP submission as a requirement.

Ms. Harris noted that it was already in the policy.

Ms. Noor said that the Board would continue to work on this.

Mr. Williams asked if they should look into extending it to the end of the month. He pointed out that it was not costing the Board anything or requiring extra effort for Sharon to move the date.

Ms. Brescia suggested that they move the date forward as much as possible unless Mr. Williams felt that the other potential candidates might walk away.

Mr. William replied that the two groups has attended the meeting but they had not submitted a proposal.

Ms. Brescia said she would move the date forward as much as possible.

Ms. Noor said that they had not had any submissions either times that they had done this.

Mr. Williams said that he had checked earlier in the day with Sharon and nothing had come in.

Mr. Knopp announced that he had to leave for an 8:00 p.m. meeting.

Action Item: Policy Approval - Art Exhibit Release and Indemnify Policy Agreement

Ms. Noor asked if they had voted on the art thing. She asked if everyone had read the policy.

Ms. Harris said it was the Art Exhibit release and indemnify policy.

Mr. Knopp said that there were two items that were basically the same.

Ms. Harris explained that she knew that the Board liked to mark up, so a mark up was done and the policy was sent as it would read.

Mr. Knopp said that he had read the Indemnification Policy and were still waiting on another one.

Ms. Harris said that the second policy would be presented next month. She added that she had spoken with Darren back in November and he was able to do this one, but they would do the homebound in February.

**** MR. KNOPP MOVED TO APPROVE THE ART EXHIBIT RELEASE AND INDEMNIFY POLICY AGREEMENT.**
**** MS. WILLIAMS SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Mann joined the meeting. *Mr. Knopp left the meeting*.

B. Library Director

1. **Review of Capital and Operating Budget meeting schedules**

Ms. Harris noted that she had sent the links with the Operating and Capital Budget meeting dates to everyone. She said that there was a meeting scheduled on Wednesday, January 15th from 7 to 9 p.m. with the BET. Community Services, which is the department that includes the Library, will present a unified budget. She clarified that it was listed as being a Zoom meeting but has also seen City Hall Room 123 listed, so she will check to see if it is hybrid or whether the Board just appears via Zoom. She asked if anyone needed her to send the link again.

2. Update: Library van (CAPBUD)

The Library van is backfiring and they think it is a bad cylinder. There are exhaust issues and loss of power. It won't go more than 25 miles an hour. Alex sent an email saying that the Library needs to get something, even if it is a horse and buggy. The van is being requested for the fourth year in the Capital budget. The van was taken to DPW three weeks ago and the custodians had to use their personal vehicles to do the book runs. They had to take the van back to DPW on January 6th. The Board needs to push for a van in the Capital budget on next Wednesday.

Ms. Noor asked if Mr. Daniels had been informed.

Ms. Harris stated that she had sent the information to him earlier in the evening.

3. Update: Main Library outdoor book drop (CAPBUD)

Ms. Harris said that the outdoor book drop has been installed. She displayed a photo of the book drop on screen. The directional signage needs to be installed. Ms. Harris said that she was excited that this was now available for people to use.

Mr. Williams asked if there were any problems with snow getting into the drop.

Ms. Harris said that they had this type of book drop at the SoNo branch for some time and the way it is designed, there have been no issues. It is designed like a mail box. That CAPBUD account has been depleted and closed.

4. Update: Main and SoNo library alarm systems

The Main and SoNo Libraries alarm systems have all been updated. This has been a two year project that began the previous fiscal year with the Main branch and this year, they completed SoNo. This Capital Project has been completed.

5. Update: Main Library automatic sliding door installation

Ms. Harris displayed a photo of the front door area and said that the project had been pushed to February. She said that she thought that the last time they spoke about this project, she was not sure if the Board Members understood what they were referencing. She indicated where the north entrance was and where an additional set of sliding doors would be placed on the photo.

6. Update: Passport service

Ms. Harris said that the Main Library had been approve for passport service and that they were now waiting for the passport agency to provide a date for passport day when they will be at the Library to introduce service to the public again. Once the passport agency gives her a date, she will let the Board members know.

Mr. Williams asked how often they are there during a month.

Ms. Harris said that they come once to oversee the process. The staff can ask questions in real time. The Library will offer appointment only service for now.

7. Sunday hours during summer months

Ms. Harris said that at the last meeting, Mr. Knopp had suggested that they start the Sunday summer hours again. Ms. Harris spoke with the supervisors and then reviewed the budget. She said both libraries will begin Sunday hours during the summer months beginning this summer.

Ms. Brescia wished to know why it was just the summer months.

Ms. Harris clarified that they were open most of the year, but not summer months and now they would open summer months in addition to the rest of the year.

Ms. Noor asked if it would be at both libraries.

Ms. Harris said that it would.

Ms. Noor asked if they would be requesting additional funds. Ms. Harris indicated that they were not.

Ms. Noor said that they were re-arranging the funding they already had. She thanked Ms. Harris for working on this and said that she felt they really needed these hours. It will make the patrons very happy. A lot of people are going to the library on the week-ends during the summer.

Ms. Harris said that she was happy to be able to do so.

8. Action Item: Policy Approval - Art Exhibit Release and Indemnify Policy Agreement

Ms. Harris said the approval of the policy with art shows/exhibits held at the library. When the SoNo Library was repurposed she added a set up for revolving art shows. This will help and they will start working with the artists. She added that the Library had one before but it was dated. She worked with the City of Norwalk's Corporation Counsel on the update.

OLD BUSINESS

Ms. Brescia commented that she had been down in the basement and noticed that the back wall that the Board had requested be repainted and repurposed in that area had been done. It looks fabulous. There is still a little more work that needs to be completed, but it makes a big difference. Just working at the small items that enhance the Library is something that the Board needs to keep revisiting. She suggested another tour of the facility.

Ms. Noor agreed and said that now that they have their list, there are a number of items that they can check off the list. She asked Ms. Harris when they could schedule another walk through.

Ms. Harris suggested a Saturday and suggested January 25th or February 1st. Ms. Noor said that she would get back to Ms. Harris with the Board Members' preference.

NEW BUSINESS

There was no new business to consider at this time.

ADJOURNMENT

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

The meeting adjourned at 8:05 p.m.

Respectfully submitted,
S. L. Soltes
Telesco Secretarial Services