



REGULAR MEETING – LIBRARY BOARD OF DIRECTORS AGENDA

**MARCH 19, 2025, 7:00 PM
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Sherelle Harris at sharris@norwalkpl.org with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC PARTICIPATION**
- IV. REPORTS**
 - A. President**
 - 1. Charter Revision Update
<https://ecode360.com/44899109>
 - 2. Walkthrough Reschedule
 - B. Library Director**

1. Approve Confidentiality Policy
2. Part-Time Staff Raises
3. Library Parking

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

**NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA**

DATE OF REQUEST

Wednesday, March 19, 2025

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

HAS ITEM BEEN TO A COUNCIL COMMITTEE? IF YES, WHICH ONE?

No -

**HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24
OF THE STATE STATUTES?**

No -

LIST ITEMS AND ACTIONS TO BE TAKEN:

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):

ATTACHMENTS:

None

Confidentiality of Library Records



Your privacy is important to us. The purpose of this policy is to define Norwalk Public Library's (NPL) actions with regards to the collection and use of personally identifiable information.

The City of Norwalk is committed to data security and operates secure data networks protected by industry standard firewalls. Only authorized NPL staff have access to information provided by our users. NPL takes precautions to protect personal information.

Email addresses and other personal information obtained during website use are not sold or shared with public/private companies for marketing, or any purposes. NPL also does not store information submitted during computer/internet use. Information provided during these sessions is deleted when users log out of their sessions.

Any information collected during the library card registration or borrowing processes is not sold or shared with public/private companies and is subject to Connecticut State Statute Sec.11-25 which NPL abides. Reports by libraries. Confidentiality of records.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

Further, Clarivate, NPL's Integrated Library System (ILS), pledges in its contract with NPL under the privacy and confidentiality terms, to abide by Data Privacy Laws to protect personal patron data and to notify NPL if required by statute or court order to disclose confidential information unless the government agency prohibits prior notification.

Approved by the Norwalk Library Board (Date)

Documented Library Part-Time (PT) Hourly Rate Adjustment Analysis

Please see the *CT Mirror's* article, "[CT lags behind U.S. in job and income growth, report says](#)". Please see Gov. Lamont announced that [Minimum wage will increase to \\$16.35 January 2025](#). For a broader view, please see the [U.S. Bureau of Labor Statistics](#). This brings me to the point of my email dated October 19, 2024. I would like to increase the hourly rate for part-time (PT) staff.

We increased the PT custodian pay from \$15.69 to \$17.00 on May 21, 2024, beginning with the only PT custodian at that time, in order to put the custodians above minimum wage, which is the hourly rate for shelvers, whose job it is to put returned items back on the shelves.

Prior to May 21, the last raise given to our PT staff was roughly 2012 and that was for the PT Clerks and the PT Library Assistants only. My request is to upgrade the library's PT hourly rates per the chart below.

Library Position	Current Salary	Recommended Salary	Percentage Increase	*Market Rate Region 4 CT
Shelvers	\$15.69	\$16.35 Minimum wage increase as of Jan. 2025	4.2%	N/A
Custodians	\$17.00	\$20.00	17.6%	N/A
Library Clerks	\$17.00	\$20.00	17.6%	\$18.64
Library Assistants	\$19.00	\$23.00	21.05%	\$22.97
Librarians	\$26.29	\$34.00	29.32%	\$34.02

*Connecticut Library Association

In addition to the benchmarks for Region 4, in which Norwalk falls, the minimum wage increase created its own particular predicament for PT staff, some of whom are paid only 65 cents above minimum wage.

Please see the Connecticut Library Association's 2024 chart for staff position compensation benchmarking results. Please keep in mind that we are in lower Fairfield County and cost of living is higher than in the rest of the state. Our goal is to have competitive PT hourly rates to attract topnotch candidates, which should help us fill positions faster.

The fiscal year (12 months) dollar amount to raise the part-time hourly rate for all staff is \$1,081,152. We rely heavily on our PT staff members.

Thank you for your consideration. Please see accompanying documents.