

Derby Public Library  
Board of Director's Meeting  
December 19, 2007

1. Board President Ms. Gleason called the meeting to order at 6:30 and had all stand for the Pledge of Allegiance.
2. Roll Call: Ms. Gleason, Ms. Bailey, Ms. Comboni, Ms. Rogers, Ms. Cecarelli, Ms. Madura, Library Director, Ms. Williams. Absent with notice were Ms. Hyder and Mr. Stankye. Ms. Ducharme was not present.
3. Agenda: Ms. Rogers made a motion and Ms. Cecarelli seconded the motion that we accept the agenda as presented.
4. Public portion: There being no one from the public in attendance, public portion was closed.
5. Minutes: Motion was made by Ms. Bailey and seconded by Ms. Rogers to accept the minutes of the November 14 meeting as presented.
6. Old Business: None
7. New Business:
  - a. Director's report:
    - i. Ms. Williams informed us that she is still waiting for Capital Planning Commission to meet to approve payment for the Capital Planning Project. A discussion followed regarding this situation and a motion was made by Ms. Rogers that if the payment was not forthcoming in the near future, a letter should be sent to the mayor's office to make him aware of this situation. It was seconded by Ms. Cecarelli.
    - ii. Ms. Williams notified us that Vivian Lea Stevens, Library Assistant/Local History Coordinator resigned her position as of December 15 due to added responsibilities at her job as Director of the Norwalk Historical Society. She accomplished much in her short time here and will be missed. The job has already been posted with the union. Several resumes have been submitted from the outside already and she will begin advertising/ interviewing after the first of the year.
    - iii. Ms. Williams also informed us that Susan Quinn joined the library staff on December 12 as Library Assistant/Publicity Coordinator.

- iv. Ms. Williams advised us that she has been asked and has accepted a position on the Derby Historical Society Board of Directors.
- v. Ms. Williams reported that after discussions with Phil Robertson and Ronnie Culmo, it was determined that public works will still take care of the outer sidewalks around the building and the library is responsible for the walkways and stairs leading to the building. Since the library still does not have a custodian and the two other custodians in the union have responsibilities at their own buildings, T & S Yardwork has been hired on a temporary basis. It was noted that a good job was done by them.
- vi. Ms. Williams told us that Phil Robertson informed her on December 18, that due to a number of reasons, the custodian position at the senior center and library will not be combined into one full time position. An email from Mr. Robertson regarding this was passed around and discussed.
- vii. Ms. Williams notified us that Ms. Geri Fallon will attend the January board meeting to discuss what to do with the contributions received in the memory of her mother, Frances Fallon. A portrait of Ms. Fallon was discussed.
- viii. Ms. Williams informed us that a \$300.00 memorial contribution has been made in memory of Jack Taylor's one year anniversary of his passing. Lauri Taylor is being consulted on how the money should be used.
- ix. Ms. Williams also informed us that the library received the annual distribution check of \$2,000.00 from the Cohen Family Book Fund through the Valley Community Foundation. The Cohen Family will be consulted on how they would like the money used.
- x. Ms. Williams reported that the library received its first annual distribution check of \$2,392.00 from the Harold B. Yudkin Preservation Fund through the Valley Community Foundation. Suggestions for historic preservation projects will be brought to the January library board meeting.
- xi. Ms. Williams mentioned that the library received the portrait of Harold B. Yudkin from Jamie Cohen.

- xii. Ms. Williams passed out a completed police report of the theft that took place on November 28. Children's Librarian, Sue Sherman, had a wallet and cell phone taken out of an unlocked desk drawer on said date. The incident was recorded on surveillance video which led to the thief being apprehended. Ms. Williams met with Mayor Staffieri and Chief Mascolo concerning the incident. Both agreed that the library is doing a very good job taking precautions to ensure the safety of its staff and patrons. A discussion of this incident ensued and Ms. Gleason informed us that she had meetings with Sue Sherman, Kathleen Wilson and union president Terry O'Keefe and gave them suggestions on how to avoid this from happening again. It has been decided that a police officer will do a walk-thru of the library in January. The board will wait and see what he might recommend before making any decisions.
- xiii. Ms. Williams passed out the current budget update.
- xiv. Ms. Williams shared with us account balances.
- xv. Ms. Williams presented the November Statistics

- 8. There being no further business before the board, a motion to adjourn was made by Ms. Rogers and seconded by Ms. Comboni. Adjourned at 7:30pm.

*Minutes are not official until they have been approved by the Library Board at the next official meeting of the Board.*

Submitted by Violet Madura, Secretary, Library Board of Directors.