

Derby Public Library
Board of Director's Meeting
March 19, 2008

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. Madura, Library Director, Ms. Williams and Mr. Stankye. Ms. Rogers, Ms. Cecarelli and Ms. Durcharme were not present with notice.
3. Agenda: Mr. Stankye made a motion and Ms. Bailey 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. Madura and seconded by Ms. Bailey to accept the minutes of the February 27, 2008 meeting as presented.
6. Old Business:
 - a. Mr. Stankye informed us he has been in contact with Mr. Fred Ortoli regarding the picture of Frances Fallon to produce a portrait. He is in the process of obtaining more information on this matter.
 - b. Mr Stankye also informed us he has been in contact with Mr. Joe Migani regarding the caulking of erosions of the various areas of concrete in the Library. More information will be gathered.
 - c. A discussion ensued regarding the new Personnel Safety Policy that the Board is in the process of preparing. Ms. William showed us pictures of the lockers that need to be purchased. Mr. Stankye made a motion that Ms. Williams purchase the lockers and keys for the upstairs door and Ms. Comboni seconded it. Mr. Stankye also made a motion and seconded by Ms. Bailey that the last entry of the Personnel Safety Policy should state that progressive disciplinary action will be taken if the Personnel Safety Policy is not followed by the staff.
 - d. Two names, Ms. B. Barry and Ms. G. Fallon, were submitted for the replacement of board member, Ms. Hyder ,who resigned. It was decided to have them submit a short bio.
7. New Business:
 - a. DIRECTOR'S REPORT:

- i. Ms. Williams informed us that Susan Quinn was given a letter on February 28 informing her that she did not pass her probation period.
 - ii Ms. Williams told us that she received a letter on March 12 from the Valley Community Foundation concerning the annual distribution.
 - iii .Ms. Williams informed us that an incident report was filed with the Derby Police Department on March 14 involving the theft of more shrubs from the front of the Library.
 - iv. Mrs. Williams informed us that a Valley Neighborhood Programs Small Grant Application was submitted to the Community Foundation of Greater New Haven requesting funds for CPR training for staff and two AEDs (automated external defibrillators) for the Library. A copy of the application is available to view.
 - v. Ms. Williams passed out the 2008/2009 budget proposal which is due at City Hall on March 28. She will also submit estimates for roof repair and carpeting to the Capital Planning Commission.
 - vi. Ms. Williams passed out the current budget print-out.
 - vii. Ms Williams shared with us account balances.
 - viii. Ms. Williams informed us that she received an email from Jack Walsh notifying her that a donated piano is available to the Library if we so want it. The board declined.
 - ix. Ms. Williams brought to the attention of the board, the numerous requests the Library receives from people for court-ordered community service hours. A discussion ensued. A motion was made by Mr. Stankye and seconded by Ms. Madura to vote on a policy at the next meeting.
8. A motion was made by Ms. Gleason and seconded by Ms. Madura to go into executive session for the purpose of discussing personnel issues. The board went into executive session at 7:55pm.
9. A motion was made by Mr. Stankye and seconded by Ms. Madura to come out of executive session. Motion carried and the board came out of executive session at 8:07pm.
10. There being no further business before the board, a motion to adjourn was made by Mr. Stankye and seconded by Ms.Madura. Adjourned at 8:08pm.

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.