

Derby Public Library  
Board of Director's Meeting  
January 16, 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. Rogers, Ms. Cecarelli, Ms. Ducharme, Mr. Stankye, Ms. Madura, Library Director, Ms. Williams. Ms. Hyder was not present.
3. Agenda: Mr. Stankye made a motion and Ms. Cecarelli seconded the motion that we accept the agenda as presented.
4. Public portion: Ms. Geri Fallon was at the meeting to discuss what to do with the contribution received in the memory of her mother, Frances Fallon. Mr. Stankye suggested that a portrait be made of a picture that Ms. Fallon submitted to the Board. Mr. Stankye will further investigate this matter. Discussion later ensued regarding additional cost for this project which the Library will absorb.
5. Minutes: Motion was made by Ms. Rogers and seconded by Ms. Cecarelli to accept the minutes of the December 19, 2007 meeting as presented.
6. DIRECTOR'S REPORT:
  - a. Old Business:
    - i. Ms. Williams informed us that the Capital Planning Commission met on December 20, 2007 and they approved payment of completed Library projects as recommended by architect Joseph Migani. She was told that payment should be made by mid January.
    - ii. Ms. Williams also informed us that the custodian position was posted at City Hall on January 14, 2008. The wage will be \$13.88 per hour with no benefits. A discussion ensued regarding what time frame the library would need the custodian to work and it was decided that Ms. Williams would make that decision. Ms. Williams will interview potential candidates but told us that Mr. Robertson wants to interview her choice.
    - iii. Ms. William notified us that Mary Bisaccia joined the Libraray staff on January 20 as our new Library Assistant/Local History Coordinator. Ms Williams suggested that we contact Vivian Lea Stevens if outside help was needed. The Board agreed.

- iv. Ms. Williams reported that Officer Tommy Donofrio of the Derby Police Department visited the Library on January 11 to evaluate the security conditions of the building. He was impressed with what was already in place. He has submitted in writing some additional steps that would further secure the Library and copies were passed out. Each recommended step was discussed and it was decided that a safety policy would be set up by the Board for the safety of the staff and that said safety policy would be followed accordingly, by all, for the safety of all.
  - v. Ms. Williams informed us that books will be purchased with the \$300.00 memorial contribution made in memory of Jack Taylor.
  - vi. Ms. Williams showed us the portrait of Harold B. Yudkin that she received from Jamie Cohen. It was determined that it should be placed in the Historical Room. At this time, Mr. Stankye suggested that a portrait should be made of Sadie Dziadek and also be placed in the Historical Room. He passed out a picture of Ms. Dziadek that he received from the family. The board agreed.
- b. New Business;
- i. Ms. Williams mentioned that the Library Board of Directors yearly meeting schedule for 2008 must be submitted to the Town/City Clerks Office by the end of January.
  - ii. Ms. Williams advised us that renewal of membership to the Valley Council for Health and Human Services is due. The cost is \$250.00 and she feels that the membership is beneficial to the Library. The Board agreed.
  - iii. Ms. Williams informed us that the Library received donations from Kathi Ducharme and family in the amount of \$200.00 in memory of Doris Torkelson to be used for children's books. She has already purchased some books.
  - iv. Ms. Williams notified us that Ann Mirisola has asked for a medical/ surgical leave of absence from February 20 through March 31. Ms. Rogers stated that a note from her doctor should be submitted. The board agreed.
  - v. Ms. Williams passed out the current budget printout. She talked about the need to install new carpet for the Library.
  - vi. Ms. Williams shared with us account balances.
  - vii. Ms. Williams presented the December Statistics. Mr. Stankye

commented on the drop in the Children Program attendance. While attendance usually does drop during the month of December, figures were still much lower than last year.

7. New Business:

- a. The Board had a discussion on how to best inform the Derby High School Guidance Department on what the Library has to offer to its students. It was suggested that a letter be sent to the Board of Education and the P.T.O to inform them what is available from the Library.
- b. The Board also discussed the need for a meeting between Ms. Gleason and the Mayor to discuss the obligations, responsibilities and authority of the Library Board of Directors. The Board feels it is imperative that this be addressed so a clear understanding will be had by all concerned.
- c. It was brought to The Board's attention by Ms. Williams that she received a letter from a paranormal group requesting that they be allowed to come to the Library after hours to investigate. It was denied.
- c. Ms. Williams also informed us that she was purchasing a TV and stand with monies from The Friends of the Library. She requested assistance in getting the items to the Library. Mr. Stankye and Ms. Cecarelli both said they will help.

8. There being no further business before the board, a motion to adjourn was made by Ms. Cecarelli and seconded by Ms. Comboni. Adjourned at 8:18pm.

*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.