

Derby Public Library  
Board of Director's Meeting

24 September 2008

1. Board President, Ms. Gleason called the meeting to order at 6:40 pm and all stood for the Pledge of Allegiance.
2. Roll call: Ms. Rogers, Ms. Gleason, Ms. Donofrio, Ms. Cecarelli, Ms. DuCharme, Mr. Stankye and Library Director Ms. Williams. Absent with notice Ms. Comboni.
3. There being no addition or deletions to the agenda, a motion was made by Ms. Rogers to approve the agenda as presented; seconded by Ms. Cecarelli.
4. Public portion: there being no one from the public present, the public portion was closed.
5. Ms. Rogers made a motion to accept the minutes of the June meeting; seconded by Ms. DuCharme.
6. A motion was made by Ms DuCharme and seconded by Mr. Stankye to go into executive session for the purpose of discussing personnel issues. All in favor. The board went into executive session at 6:45 p.m.
7. A motion was made by Ms. Madura and seconded by Ms. DuCharme to come out of the executive session. Motion carried and the board came out of executive session at 8:00p.m.
8. A motion was by Ms. Rogers and seconded by Ms. DuCharme to send a letter to the Mayor advising him that steps of command are not being followed as per Article 12.01, Grievance Procedures. All in favor.
9. DIRECTORS REPORT:  
Old Business:
  - a. Ms. Williams informed the board that proposals have been received for sidewalk repair and bench pads for the two benches discussed at the June meeting. The board discussed said proposals and it was determined that Mr. Stankye will meet with Mr. Pepe to discuss a possible price adjustment. A motion was made by Mr. Stankye and seconded by Ms. Donofrio for Ms. Williams purchase the two benches and have them delivered to the city garage.

New Business:

- a. Ms. Williams informed the board that the DAR will hold a Birthday Party celebrating 115 years on Oct. 11. The question of the use of candles was asked by the DAR for the party. The board advised Ms. Williams to advise the DAR to contact the Fire Department and if permission is granted, get a written notice to be submitted to the Library. Ms. Williams also informed us that a Book Sale will take place on Oct. 18 to Oct. 22.
- b. Ms. Williams showed the board brochures produced by staff member Lorraine Piazza, Publicity Coordinator/Library Assistant. The board was very pleased with the brochures and noted it will be an asset to the library.
- c. Ms. Williams passed the thank you note from Anuradha Patel, the 2008 Derby Public Library Scholarship recipient.
- d. Ms. Williams informed us that landscaper Tony Dias has suggested removing the rocks at the Caroline St. entrance and planting flowers this coming spring. The cost would be minimal and it would greatly enhance the appearance of the building around the Children's Room entrance. He is working on finding a replacement tree for the Elizabeth St. side of the building.
- e. Library brochures, book marks, business cards and stationary need to be reordered with updated changes.
- f. Ms. William informed us that several patrons have recently asked if there is a notary public on staff at the Library. A motion was made by Ms. DuCharme and seconded by Mr. Stankye to have Ms. Williams look into this and present findings at the next meeting.
- g. A handout was passed out from the staff meeting that was held September 5.
- h. Ms. Williams informed the board that the Library was represented at all Back to School PTA/PTO meetings this September and card sign-up and library information was available at all meetings.
- i. Ms. Williams shared with us that many vendors are offering discounts to libraries in return for a link on the library's website. The board denied any vendor access to the library website.
- j. Ms. William informed the board that after talking with the Derby Board of Education and the Mayor's office, tutors are again using the Library to tutor Derby students. A letter is being drafted explaining hours, policies,

etc. to be given to all incoming tutors.

- k. Ms. Williams informed us that Grisel Dziewit began her position as Library Assistant on September 2. She also informed us that Tim Logan has resigned his part time position as Young Adult/References Librarian. His resignation was shown to us. We were also informed that Tony DeLos has been hired to fill the vacant position and will begin September 29.
- l. Ms. Williams told the board that the Library has two excellent volunteers, Brian Karkut and Thomas Evans to help with our book shelving. The Board noted that we are very fortunate to have such people at the Library.
- m. Ms. Williams shared with us the many meetings she attended in in September. We are appreciative of her diligence.
- n. Memorial contributions to the Library have been made in memory of Marjorie Gleason and Elizabeth Williams. All monies will be used to purchase books on subjects requested by the family. Book plates will be placed in each title.
- o. The Library received a 2008 Family Day mini-grant from the Connecticut Department of Children and Families and the Connecticut Library Consortium given to libraries in “towns of distress and towns with priority school districts”. The monies will be used to help fund the Library’s Autumn Harvest Fair to be held on Oct. 18 from 10am – 1pm.
- p. The Library received its annual distribution check from the Cohen Family Book Fund in the amount of \$2,000. The family has requested that the Funds be used to purchase history, travel and biography titles.
- q. The Library received a \$500 grant from the Palazzi Fund at the Valley Community Foundation. The grant was requested by Dorothy Palazzi, the fund’s advisor. Ms. Palazzi has requested that fund be used for programming with attention to be given to local history programs.
- r. Ms. Williams informed us the Library has been verbally notified that the Valley Community foundation has awarded the Library \$10,000 to be used for the local history preservation project submitted to the foundation in its first ever round of responsive grant making. An official letter is forthcoming.
- s. Ms. Williams shared with us the 2008/2009 Current Budget.
- t. Ms. Williams shared with us account balances and the comparison between June, July and August statistics from 2007 to 2008.

10. There being no further business before the board, a motion was made by Mr. Stankye to adjourn: seconded by Ms. Donofrio. All in favor; adjourned 9:05pm.

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

Submitted by Violet Madura, secretary, Library Board of Directors