

**Derby Public Library  
Board of Directors Meeting  
Wednesday October 19, 2011**

1. Board President, Ms. Gleason, called the meeting to order at 6:30pm. All stood for the Pledge of Allegiance.
2. Roll Call: Ms. Gleason, Ms. Cecarelli, Ms. Barry, Ms. Fallon, Ms. Comboni, Library Director, Ms. Williams. Ms. Rogers and Mr. Stankye arrived later. Absent, Ms. Ducharme
3. Motion made by Ms. Cecarelli to adopt the agenda as written. Seconded by Ms. Fallon. All in favor.
4. Public Portion
  - a. Mr. Silver from Silver/Petrucci Associates gave a presentation of water damage found in and around the Library. The gutters were loaded with leaves, etc. and he advised the Board to put yearly gutter cleaning in the budget and perhaps purchase gutter guards. The well (sump) areas on the roof were also loaded had brought on an ice dam on the river side of the library that caused damage. The heat trace placed on the roof was a stop-gap measure. It is an active solution but it must be turned on and you must be sure it is working. Mr. Silver's company will prepare an analysis of damage for the Board and give solutions. They may have to wait for a good soaking rain to see if the damage is more expansive. Repointing, pulling up stones and flashing may be necessary. Donald Smith, Contractor, was also present and explained that he would give construction documents to the Board after findings were reported and recommendations were presented to the Board. Board members agreed to receiving the reports, recommendations and construction documents. In the meantime, the Library Director will contact Nick's Roofing and Siding about cleaning the gutters.
5. Ms. Rogers moved to accept the minutes of the September 21<sup>st</sup> meeting; seconded by Ms. Comboni. All in favor.
6. Old Business
  - a. All documents for Capital Planning have been signed.
  - b. There was discussion on whether to engrave the back of the Library sign or just plant bushes and plants. The decision was tabled while Ms. Gleason checks on the price.

## 7. New Business

- a. Chief Narowski referred Ms. Williams' inquiry about Library parking to Sergeant Boulton. He explained that a written request form would need to be filled out for a designated parking request. Ms. Williams has picked up the form and will submit. Ms. Gleason has spoken with Ms. Coppola, Principal of St. Mary School, about the use of St. Mary's parking lot in back of the school. Ms. Coppola is willing to give spaces to the Irving School Staff to free up the street spaces for library patrons. Ms. Williams will speak to Mr. Gallo, Principal of Irving School, and report back to the Board next month.
  - b. More large print books were purchased through the Cecarelli fund and all will have book plates attached.
  - c. The Library Endowment Fund interest check in the amount of \$10,000 from the Valley Community Foundation has been received to be placed in the budget line item for Adult Materials.
  - d. Program highlights were shared and a question was asked about books left over from the Annual Fall Book Sale. Ms. Williams stated that the large print books will be given to nursing homes, children's books and fiction books will be left out for patrons to take and non-fiction will go into a box at St. Mary's School that is used for a fundraiser for the Catholic School.
  - e. The Valley Cable Show was taped from the library. Ms. Williams, Ms. Coppola and Dr. Tracy were the panelists. Ms. Williams will let the Board know when the show will be aired.
  - f. Upcoming programs were presented. Little House Christmas will have scenes acted out for 3 to 11 year old children. Also, the CT Yuletide Carolers will sing at the Open House. Board members were urged to attend.
  - g. Meetings attended by Library Director during Sept. and Oct. were listed. Ms. Williams informed the Board of the date of the Valley Council Annual Meeting. It will be Dec. 5<sup>th</sup> at 7:30am at Grassy Hill Lodge.
  - h. The budget was reviewed. The transfer of funds from Adult Materials to Repairs and Maintenance to pay outstanding bills was noted.
  - i. Account balances were listed. Ms. Williams remarked that some line items were being used more quickly this year due to need and rising costs.
  - j. Library statistics for Sept. showed an upsurge in Adult and Children circulation.
  - k. The \$5000 transfer by the Tax Board to the Repair and Maintenance line item will be addressed at our Nov. meeting after the Tax Board meeting. The Board members agreed that we can not wait any longer than the Nov. meeting.
8. Ms. Cecarelli moved to go into Executive Session at 7:30pm; seconded by Ms. Barry. All in favor.
9. Ms. Cecarelli moved to leave Executive Session at 8:25pm; seconded by Mr. Stankye. All in favor.

10. Mr. Stankye moved to adjourn at 8:30pm; seconded by Ms. Fallon.  
All in favor.

Minutes are unofficial until approved at the next meeting.  
Respectfully submitted by Ms. Barry, Secretary