

DERBY PUBLIC LIBRARY
Board of Directors Meeting
Wednesday, March 21, 2012

1. Board President, Ms. Gleason, called the meeting to order at 6:30 pm. All stood for the Pledge of Allegiance.
2. Roll Call: Ms. Gleason, Ms. Cecarelli, Ms. Fallon, Ms. Barry, Mr. Stankye, Ms. Ducharme, Ms. Williams, Library Director. Absent with notice: Ms. Rogers, and Ms. Comboni.
3. Motion made by Mr. Stankye to adopt the agenda as written. Seconded by Ms. Cecarelli. All in favor.
4. Public portion closed. No one present.
5. Mr. Stankye moved to accept the minutes of the February 15th meeting as Seconded by Ms. Fallon. All in favor.
6. Old Business
 - a. An organizational meeting was held by Capital Planning and their next meeting date will follow soon. Action will then be taken on the bills sent to them from Silver/ Petrucelli Associates. Silver/ Petrucelli Associates will be acting as the contact for all contractor questions during the bidding process. We will send drawing specifications file to the print house that contractors will contact for purchasing documents for bidding. S/P Assoc. will set dates and hold a mandatory pre-bid walk-thru of the Library so all contractors know exactly what is to be done. Bid opening will be held at a later date. The Finance Board will award the bid.
 - b. The Board commended the Library Director for her wonderful presentation of the 2013 Budget to the Tax Board. There has been no feedback from that Board as yet.
 - c. The Family Resource Center program caused much discussion. The revised contract was reviewed and a final decision was tabled until next month. Ms. Fallon moved to table until Representatives come to explain more fully exactly what they are planning. Ms. Cecarelli seconded. All in favor.
 - d. Prospective member Ro Piccolo has met with the Mayor. No decision as yet.
7. New Business
 - Director's Report
 - a. To address the ongoing problem of parking, Ms. Williams has sent a request to the Police Commission and Traffic Authority asking for a two hour parking limit on Elizabeth and Caroline Streets as an alternate solution to the Library's first request of restricted parking which was denied.

- b. Ms. Barry moved to submit the 3rd bill from Silver/Petrucci Assoc. to Capital Planning. Seconded by Mr. Stankye. All in favor.
- c. Since a monitor was recently stolen from the Library, Mr. Stankye moved to engage Alert Alarms and the necessary electrician to purchase and install monitoring cameras in 3 locations. The total should not exceed \$4,500. Seconded by Ms. Fallon. All in favor.
- d. Ms. Barry moved to transfer \$5,000 from Utilities into Repairs and Maintenance as that line item is running low. Ms. Ducharme seconded. All in favor.
- e. Tony Dias will begin Spring Maintenance in 3 or 4 more weeks Ms. Williams will be calling for carpet and window cleaning in April.
- f. Budget update was shared.
- g. Meetings attended, programs presented, upcoming programs and library statistics were also shared.
- h. Non-fiction books were purchased with \$1,539.98 from the Cohen Book Fund.
- i. Staff contracts end June 30, 2012. Meeting will be held soon.
- j. Ms. Gleason gave Ms. Williams a response to her evaluation. The Board is in the process of changing the evaluation process. Ms. Williams will be changing the Staff evaluation process also.

8. Executive session not necessary.

9. Mr. Stankye moved to adjourn at 7:55pm. Seconded by Ms. Cecarelli. All in favor.

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