

**Derby Public Library
Board of Director's Meeting
Wednesday January 20, 2016**

1. Ms. Gleason, Board President, called the meeting to order at 6:30pm. All stood for the Pledge of Allegiance. A moment of silence was held for the passing of Jane Cohen.

2. Roll call: Present – Ms. Gleason, Ms. Barry, Ms. Comboni, Ms. Stankye, Ms. Fallon, Mr. Foley, Ms. Monaco, Ms. Williams, Library Director. Absent with notice – Ms. Kopchik, Ms. Cecarelli.

3. Ms. Fallon moved to hold swearing-in until the Mayor arrived. Ms. Monaco seconded and all were in favor.

4. Ms. Stankye moved to adopt the Agenda. Ms. Comboni seconded and all were in favor.

5. Public portion was closed.

6. Ms. Fallon moved to accept the November 4th 2016 minutes. Ms. Comboni seconded and all were in favor.

7. Old Business

a. The Library was awarded a State Construction Grant in the amount of \$100,000 to address water issues and other building maintenance issues. It is a matching grant. The City has committed \$90,000 and the remaining portion of \$10,000 will come from the Library's Harold B. Yudkin Preservation Fund.

b. Nick's Roofing continues to monitor water leaks. Mr. DeFala was called in to look at the front column problem and gave his opinion of the leaks also.

8. New Business

a. Ms. Stankye moved to adopt the 2016 thirteen month meeting schedule. Meetings are to be held on the third Wednesday of the month. Mrs. Fallon seconded and all were in favor.

b. Director's Report:

1. Ms. Williams asked the members to think about how to honor Mr. Stankye and Ms. Cohen. Ms. Monaco moved to table until our next meeting to give members time to think about this. Mr. Foley seconded. All were in favor.

2. Ms. Williams went to a Library Advocacy Conference and was impressed with Libby Post, President, Community Services for Connecticut State Library and the CT Library Association. A packet from the conference was made available to the members. It contains many ways on how both staff and board members can advocate not only for their own Library, but for all libraries.

3. Annual distribution checks from Harold B. Yudkin and Edward J. and Marie M. Cecarelli funds were received. The Cecarelli Fund will be highlighted in the Valley Community Foundation pamphlet.

4. The two State Grant checks from 2015 have been moved into the Library's line item budget.

5. Ms. Williams informed the members that an Alternative Education student had stolen a cell phone while attending the program and is no longer allowed in the Library. The student had been identified by reviewing security cameras. Mr. Foley asked Ms. Williams how the Alternative Education program was working this year. Ms. Williams said there is a limit of 7 students at a time and is doing okay. However, she has had to speak to the students occasionally after complaints from patrons about loitering, both inside and outside the building.

6. Installation of the new phone system is complete.

7. Update on sick time for part time employees: According to State Statutes, part time employees do get sick time based on the hours they have worked. This supersedes the union contract.

8. Ms. Williams is learning a new purchase order/requisition system being implemented by the City Finance Office.

9. Valley Community Foundation is receiving Jane Cohen Memorial contributions for the Library. Anyone interested in contributing may make a donation through the Valley Community Foundation.

10. Board members will think of ways to be more creative for the Great Give 2016. Ideas will be shared at the February meeting.

11. Ms. Williams shared program highlights, meetings attended, account balances and statistics.

9. Executive session was not needed.

10. Adjournment

Mr. Foley moved to adjourn at 7:37pm. Ms. Stankye seconded. All were in favor.

Minutes are not official until approved at the next meeting.

Respectfully submitted by Ms. Barry, Secretary