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DERBY PUBLIC LIBRARY

BOARD OF DIRECTOR'S MEETING

WEDNESDAY JANUARY 21, 2015

1. Ms. Gleason, Board President, called the meeting to order at 6:30pm. Mr. Foley was sworn in by Mayor Dugatto.

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

3. Mr. Stankye moved to accept the Agenda as written. Ms. Fallon seconded. All were in favor.

4. Public Portion – Staff member, Mary Householder, presented her displeasure with her evaluation. Ms. Householder presented the Board with her job description and both the old and new evaluation forms. Ms. Gleason said the Board will have a general discussion of the materials and she will get back to Ms. Householder as soon as possible.

5. Mr. Stankye moved to approve the November 12, 2014 minutes. Ms. Cecarelli seconded the motion. All were in favor.

6. Old Business

a. Mr. Stankye has confirmed in writing, from the City, that we have $98,000 for Capital Planning projects. The projects (portico, water, and window glass) need to be prioritized. Bids need to go out for the work to be done – hopefully this year. Other projects that need to be considered are the phone system, long term strategic plan, and vents. The phone system is very old and a new one will cost about $6500. The Board feels someone will have to be hired to help write a long term strategic plan. This cost could be about $30,000. Also, patrons have voiced their concern about the air vents being dirty. The duct work should be cleaned about every 10 years at a cost of approximately $13,000. Mr. Stankye has a meeting on January 22nd with Mr. Silver from Petrucelli/Silver to discuss the water, portico and window glass projects.

b. Ms. Williams contacted Nick's Roofing to clean the gutters as there was much leaking with the downpours we have had recently. Nick also replaced some flashing and said that more replacing was needed.

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c. The new custodian is working out well. The hours that we needed coverage for are being covered, thankfully.

d. Ms. Kopchik will be sworn in at another time – perhaps at City Hall before our next meeting.

e. Ms. Williams will contact Drew Alden and Sharon Closius of the Valley Community Investment Management Group to attend our February 18, 2015 or March 18, 2015.

7. New Business

a. Ms. Monaco moved to adopt the calendar of the 3rd Wednesday of each month. Ms. Fallon seconded. All were in favor.

b. Library Policy Committee met on January 15th and found that there is much to do. They will be reviewing all policies and will bring findings to our next meeting.

c. Ms. Williams said that the 2015/2016 budget is due to the City on February 10th and will be presented on March 10th. Keep that date open, please.

d. The Director's Report began with correspondence from Mayor Dugatto, TEAM, INC., and a call from benefactor Ms. Selma Yudkin. The Library is participating in Irving School 4th Grade Book Drive to benefit Vietnam Veterans, Take Your Child to the Library Day and Derby's Kick-off to Kindergarten Registration. The Library has received funds from the Edward J. and Marie M. Cecarelli Fund ($593), Harold B. Yudkin Historic Preservation Fund ($2,721) and a donation from Peter and Barbara Dybas. Mr. Stankye moved to use $874.65 from the Cohen Family Book Fund for non-fiction titles. Ms. Barry seconded the motion. All were in favor. Ms. Monaco moved to use $928 from the Edward J. and Marie M. Cecarelli Fund and the Cohen Family Book Fund for large print titles. Ms. Cecarelli seconded the motion. All were in favor. Ms. Williams shared the 2014/2015 Budget print-out, the State E-Book update, meetings attended, account balances, and statistics. Ms. Williams explained the Celebration of Memories to be held in the spring. Visitors, past and present, are asked to share their memories of special times spent at the Library. A booklet will be compiled and shared in the spring. Send memories by e-mail to cwilliams@biblio.org or fill out a form available at the Library and on the Library website, www.derbypubliclibrary.org.

8. Executive Session

Ms. Monaco moved to enter Executive Session at 7:16pm. Ms. Comboni seconded. All were in favor.

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Ms. Monaco moved to exit Executive Session at 7:42pm. Ms. Comboni seconded. All were in favor.

Ms. Williams stated that the evaluation change was long overdue and quarterly staff meetings will be initiated. Ms. Gleason will share the Board's discussion of the new evaluation form with Ms. Householder as soon as possible.

9. Adjournment

Mr. Stankye moved to adjourn at 7:45pm. Mr. Foley seconded. All were in favor.

Minutes are not official until approved at the next meeting.

Respectfully submitted by Ms. Barry, Secretary