

Derby Public Library

Board of Director's Meeting

Wednesday January 24, 2017

1. Ms. Gleason, Board President, called the meeting to order at 6:33pm. All stood for the Pledge of Allegiance.
2. Roll Call: Present- Ms. Gleason, Ms. Barry, Ms. Fallon, Ms. Cecarelli, Ms. Stankye, Mr. Foley, Ms Doherty and Ms. Cignoli, Library Director. Absent with notice: Ms. Monaco.
3. Ms. Doherty moved to accept the Agenda as written and Ms. Fallon seconded. All were in favor.
4. Public portion was closed.
5. Ms. Cecarelli moved to accept the minutes of the November 15, 2016 meeting. Mr. Foley seconded the motion and all were in favor.
6. Old Business

- a. Welcome to our new Library Director – Nicole Cignoli.

- b. Ms. Gleason has received samples from "Bricks Are Us". The Board will review all the info at the February meeting. Decisions on engraving and if this is to be a fundraiser need to be made. Also, the City may need to be contacted about the installation.

7. New Business

- a. Director's Report

Ms. Cignoli gave an overview of her hectic first three weeks. She has been getting to know the Staff and people of importance to the Library at City Hall. She met with the Fire Marshall and there is some concern that the emergency lights are not in working order. This will be discussed further at the February meeting.

Ms. Cignoli shared her vision for the Library. Some of the things that she feels are needed are: door counters, outside web site to help us become more competitive, an Event keeper, an upgrade to Bibliomation, establishment of a 'Book Nook', reorganization of staff room, and a microwave donation. She is concerned about competitive salaries for the staff. (Ms. Gleason explained that this is up to the city to discuss during wage reopener sessions.) Ms. Cignoli would like to relocate the

copier/printer and would love to get a permanent dumpster to begin a 'weeding project'. She will also go to Liberty Bank with Ms. Gleason to change names on the account.

Ms. Cignoli shared the budget print-out, account balances, attendance at Adult Programs, statistics, computer usage, department reports, meetings attended and a staff update: Gabriella Novak resigned and Carmela Onofrio started as a Library Assistant on January 3, 2018.

Work has begun on the State Construction Grant but weather has delayed progress. CEN Fiber Connection is complete but paperwork needs to be filled out yearly. The donation to TEAM from fines, copy and fax fees was \$360. The Rak Families donation purchased Polish Language titles in memory of their Aunt Sofia Switala, the Cecarelli Fund purchased books and the Yudkin Fund was used for historic preservation.

b. Ms. Stankye moved to send a letter of 'Thanks' to Children's Librarian Sue Sherman to be placed in her file. The Board was very thankful for Sue's help with the transition of the new Library Director from the last week in December 2017 to the present. Sue took on jobs above and beyond her own while continuing to keep up her own programs. Mr. Foley seconded and all were in favor.

#### 8. Executive session

Ms. Doherty moved to go into Executive Session at 7:20pm. Mr. Foley seconded and all were in favor. Ms. Cecarelli moved to come out of Executive Session at 7:42pm. Ms. Stankye seconded and all were in favor. Ms. Doherty moved to accept Ms Cignoli's agreement (contract). Ms. Cecarelli seconded and all were in favor.

#### 9. Adjournment

Ms. Stankye moved to adjourn at 7:47pm. Ms. Cecarelli seconded and all were in favor.

Minutes are not official until approved at the next meeting.

Respectfully submitted by Ms. Barry, Secretary