

Derby Public Library
Board of Director's Meeting
Tuesday March 27, 2018

1. Ms. Gleason, Board President, called the meeting to order at 6:28pm. All stood for the Pledge of Allegiance.
2. Roll Call: Present- Ms. Gleason, Ms. Barry, Ms. Cecarelli, Ms. Fallon, Mr. Foley, Ms. Doherty and Ms. Monaco and Ms. Cignoli, Library Director. Absent with notice: Ms. Stankye.
3. Ms. Cecarelli moved to accept the Agenda with Scholarship added and Ms. Fallon seconded. All were in favor.
4. Ms. Sue Sherman and Ms. Mary Householder, two staff members, spoke for the staff to state their thanks to the Board for hiring Ms. Cignoli. The transition was very smooth and all are grateful for Ms. Cignoli's open policy. They welcome the communication and many ideas put forth by Ms. Cignoli. Ms. Sherman likes knowing her budget and being kept in the loop, so if she needs to be in charge at any time, she will be prepared. The Board is happy things are working well and hope the staff will continue to keep them informed.
5. The approval of the minutes for the February meeting will be done at the next meeting. Copies of the minutes were not provided.
6. Old Business
 - a. Ms. Gleason has not heard from the Oxford company about the placing of the bricks but was in contact with Gino Digiovanni. Mr. Digiovanni would dig up the area designated for the bricks and place them. He has done similar work at the Green and a company from Bridgeport sells the bricks. This project has been put on hold until Ms. Gleason gathers more information.
 - b. Ms. Doherty moved to pass the United Way Project pending the approval of the Aldermanic Committee to approve the use of city property for this purpose. Ms. Monaco seconded and all were in favor.
 - c. Funding for all projects is being looked into by Ms. Cignoli. She feels that there are grants available as well as the Valley Community Foundation.

d. CIPA (Children's Internet Protection Act) was tabled until next month as a policy needs to be written.

e. Scholarship Information will be given to Derby High School Guidance to be shared with graduating students. Any Derby resident going to college may apply. Ms. Cignoli will get the essays to the Board for voting at the May meeting.

7. New Business

a. Director's Report

Ms. Cignoli will be presenting the 2018-2019 Budget Proposal to the Board of Apportionment and Taxation. Ms. Cecarelli moved to accept the budget with a double check of final numbers. Mr. Foley seconded and all were in favor. CEN Fiber Connection funds for yearly fees are needed. Statistics, account balances, computer usage, reports from staff, meetings attended and 'wish list' were shared. The Board needs to write a policy and process concerning payment for conference and training meetings for Director and Staff. Capital Planning money is almost gone and there are still more things to be done. Ms. Cignoli is waiting for actual amount left. Funding will be needed. Much of the Director's "wish list" is needed but is on hold until funding is found. New computers are a definite need and will be purchased in stages. Ms. Cecarelli moved to approve the Capital Planning projects. Mr. Foley seconded. All were in favor. Executive

8. Executive Session

Ms. Fallon moved at 8:45pm to go into Executive session to discuss finances. Ms. Doherty seconded and all were in favor. Ms. Monaco moved to leave Executive session at 8:12pm. Mr. Foley seconded and all were in favor. Ms. Fallon moved to transfer funds from three line items into Library Director line item. Ms. Doherty seconded and all were in favor.

9. Adjournment

Ms. Fallon moved to adjourn at 8:14pm. Ms. Cecarelli seconded and all were in favor.

Minutes are not official until approved at the next meeting.

Respectfully submitted by Ms. Barry, Secretary