

Derby Public Library
Board of Director's Meeting
Wednesday October 16, 2019

1. Ms. Gleason, Board President, called the meeting to order at 6:30pm. All stood for the Pledge of Allegiance.
2. Roll Call: Present- Ms. Gleason, Ms. Barry, Ms. Cecarelli, Ms. Stankye, Mr. Foley, Ms. Doherty, Ms. Fallon, Mr. Middendorf, Ms. Sarmiento, and Library Director – Ms. Cignoli
3. Ms. Fallon moved to accept the Agenda as written and Mr. Foley seconded. All were in favor.
4. Public portion was closed.
5. Ms .Doherty moved to accept the minutes of the September 18, 2019 meeting. Mr. Middendorf seconded the motion and all were in favor.
6. Old Business
 - a. Ms. Cignoli stated that the computers need a backup system. We are waiting on the city as they are hoping to institute a city-wide system.
 - b. Ms. Gleason has contacted another brick company. "Forever Bricks" will design a website for us for free and every 5 bricks will be free shipping. As for the restoration of the sundial, Ms. Gleason contacted "Altus" and the gentleman she spoke to felt we would be best served if we got an area mason to do the job. Ms. Gleason will contact Mr. Pepe to see if he can do the work.
 - c. The Employee Survey review will be held to be a part of our Strategic Plan.
 - d. Job Description reviews were tabled until our next meeting.
7. New Business
 - a. Ms. Cignoli shared statistics, account balances, computer usage, reports from the staff and meetings attended. The Valley Community Index meeting will be held on October 22, 2019. The results will be shared at our next meeting. Since there was a change in scope of the Johnson Controls project, the installation will probably happen around Christmas. The elevator needs to be checked but we are waiting for the city to get a contract that would be city-wide. The telephone system is on hold. Problems in

the bathrooms have been fixed but Calvert Locksmith has been called to fix the locks. Ms. Cignoli has been waiting on Derby Glass for window panes. She will contact Whalley Glass and Valley Glass. Library security needs to be updated to keypads for all doors and the camera network needs to be improved. Ms. Cecarelli moved to approve the Deaccession Form and Mr. Foley seconded. All were in favor. Ms. Cignoli will edit the Library Use and Patron Code of Conduct Policy and have it reviewed by the Corporation Counsel for the Board to approve at the next meeting. Ms. Stankye moved to accept, with corrections, the Library Card Policy. Ms. Doherty seconded and all were in favor. MacMillan Publishing is limiting EBooks to 1 per library. This will make it difficult for patrons and streaming is now going to be taxable. The Association of Connecticut Library Board (ACLB) 2019 Trustee Conference will be held on November 8, 2019. Members were urged to register for the seminar get the handbook from the website ACLB.wildapricot.org.

b. Ms. Cignoli will obtain Strategic plans from other libraries for review at the November meeting. The Board may hire a consultant to help with the writing of our Strategic Plan. Grants, for this purpose, are available from the Library Service Technology Act (LSTA).

8. Executive Session was not needed.

9. Adjournment

Mr. Foley moved to adjourn at 7:42pm. Ms. Sarmiento seconded and all were in favor.

Minutes are not official until approved at the next meeting.

Respectfully submitted by Ms. Barry, Secretary