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CITY OF DANBURY

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DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

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Memorandum

Date: 7/23/2006

To: Hon. Mark D. Boughton via the Common Council

From: Dena Diorio, Director of Finance and Personnel *Dena*

RE: Farioly Funds

Attached please find minutes of the regular July 2006 meeting of the Library Board of Directors. At this meeting, the Board approved the purchase of holiday lighting and decorations for the library plaza from the Farioly Fund.

Please place this appropriation of \$5,500 on the August 2006 Common Council agenda

Thank you

Attachments

DANBURY LIBRARY

5/12

RECEIVED
FINANCE DEPT.
JUL 20 2006

Date: July 18, 2006
To: Dena Diorio
From: Diane Greenwald *df*
RE: FARIOLY FUNDS

At the July 6th, 2006 Library Board of Directors meeting, members approved the expenditure from the Farioly Fund to purchase holiday lighting and decorations for the library plaza. The cost is not to exceed \$5,500. Enclosed is a copy of the minutes of this meeting.

Please place the appropriation of funds on the August 1st 2006 Common Council agenda. Thank you.

THE DANBURY PUBLIC LIBRARY

CITY BOARD OF DIRECTORS

REGULAR MEETING – July 6, 2006

The President, John W. Hoffer, called the meeting to order at 4:00 PM.

PRESENT: John W. Hoffer, President; Ned Moore, Vice President; Joan Damia, Secretary; Robert Feinson, Treasurer; Bob Mosley, Dimples Armstrong, Douglas VanClief, Anne LeClereq, FRIENDS; and Diane Greenwald, Assistant Director

1. Minutes June 1, 2006

- * **Motion made by Mr. Moore to approve the minutes of the June 1, 2006 meeting. It was seconded by Mr. Mosley and approved unanimously.**

2. Financial Report – Diane Greenwald

This month's report is the final for this FY. Expenditures were made for staff development.

- * **Motion made by Mr. Moore, to approve the financial report as presented. It was seconded by Mrs. Damia and approved unanimously.**

FRIENDS of the Library – Anne LeClereq

Mrs. LeClereq reported that Mrs. Coelho was elected president of the FRIENDS at their annual meeting. The retirement party hosted by the FRIENDS was well attended. The June 18th mini sale yielded \$340.

4. Director's Report - Diane Greenwald

- * **Proposed Board Designated fund Budget FY 2006-07:** The proposed Board designated fund budget was mailed with this month's agenda. Ms. Greenwald explained each line item and answered the Board's questions. **Motion made by Ned Moore to accept the Board Designated Fund Budget for FY 2006-07 as presented. It was seconded by Mrs. Damia and approved unanimously.**

Planning for FY 2006-07: The Management Team continues to work on the 1 year plan which will be completed in July. It will be presented to the Board at their next meeting.

Personnel: No word from City Hall on their selection of a new Library Director. Applications for the Library Automation Coordinator's position have been closed. Civil Service will look at the applications July 12 to set up the interview phase. Advertising for a new Executive Secretary is scheduled for later this month. Our Senior Computer Technician is returning to work on Monday, July 10, for 25 hours per week with limited duties. Mr. Mosley asked how serious was the impact of our vacancies. Ms. Greenwald responded that it was very serious.

Programs & Services: The Summer Reading Program is in full swing. Current registration is now higher than the total registrants for last year's entire program. Access to our Web Server was

changed to a fiber-optics system last Friday and the switchover went smoothly. We have been experiencing some problems with outside access to our web page and catalog that are being addressed. We received a \$7500 grant from Praxair for a scanner, a new laptop and an upgrade to our server. The City Engineering Department has recommended an upgrade to the plaza fountain water filtration system that will cost \$25,000. Ms. Greenwald presented a proposal from City Center. They asked that the Library purchase reusable holiday lighting for the building and plaza at a cost of \$5500. The city will be responsible for the installation, removal and storage of this holiday lighting. **Motion made by Mr. Feinson to fund the lighting project from Farloly funds cost not to exceed \$5,500. It was seconded by Ms. Armstrong, opposed by Doug VanClief and approved.**

City Center is soliciting local downtown businesses to participate and Board reserves the right to withdraw their funding if participation is minimal. The Board has asked that this be brought to the FRIENDS at their next meeting for partial funding.

President's Report:

Mr. Hoffer informed the Board that thank you notes from the three employees retiring from the library were received. It was the Board's consensus not to meet in August unless it is needed to meet the new Director. The library will be open from 9:00 to 10:30 AM on July 20th to allow customers more time to do their business before the closing so that staff can attend the annual city picnic.

5. Other Business:

No other business to discuss.

- * **Motion made by Mr. Moore to adjourn at 4:56 PM. It was seconded by Mrs. Damia and approved unanimously.**

The next meeting date will be Thursday, September 7, 2006, at 4:00 PM.

Respectfully submitted,

Barbara Rossini

Joan W. Rossini, Pres

Date: July 18, 2006