

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Special Meeting
December 16, 2014

ATTENDANCE: Charles Yost, Chairman; David Brown, Commissioner; Debora Goldstein, Commissioner; Dr. Michael Intrieri, Treasurer

STAFF: James Smith, General Manager

PUBLIC: Stan Siegel, ENIA; Steve Mann

CALL TO ORDER

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

There was no one from the public present to comment at this time.

LIBRARY DEVELOPMENT LLC CONFERENCE CALL

The Commissioners placed a call to Alan Berger of Library Development Solutions. Chairman Yost introduced all who were present in the meeting. Alan Berger introduced himself and told the Commission about Library Development Solutions. They are located in Princeton, New Jersey and conduct strategic planning, board development and fundraising. They work primarily in the tri-state area.

Commissioner Yost asked what libraries in Connecticut they have worked with in the past. Mr. Berger listed the libraries in Fairfield County - Greenwich, Darien, Westport, Weston, Ridgefield, Brookfield, Bridgeport and Norwalk.

Dr. Intrieri asked if they had worked with Stamford at all. Mr. Berger indicated that they had worked with Stamford just a little bit quite a few years ago. They also worked with Norwalk on their last strategic plan.

Mr. Berger asked if the Commission was trying to figure out how to move ahead with the library. Commissioner Yost gave Mr. Berger a little history about Third Taxing District. He informed him that TTD owns the library building in East Norwalk and the Improvement Association runs the library. He continued to say that TTD funds the library. Commissioner Yost said that they would like to find out what the potential is for the library in order to make some changes at a reasonable cost. They want to get a

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feeling for what the public knows about it, how the public uses it, how often they use it and what they'd like to see offered there.

Commissioner Yost told Mr. Berger that they would like to do a market survey and that they are working on an RFP for the Library Master Plan to send out.

Mr. Berger asked if a survey had ever been done before. Mr. Siegel responded yes.

Discussion continued about the challenges that the library faces for the future. Mr. Siegel explained about the library and its current programs. The question was raised as to how many people use the library on a daily basis. Mr. Siegel indicated that they base this number on how many materials are borrowed on a daily basis, as well as daily log-ins and logs-outs on the computers.

Dr. Intriери asked if fundraising plays a vital role in maximizing the services of the library. Mr. Berger said it really depends on the gap. The gap is defined as being what our funding is annually on a relative basis and what we need to operate. They would work with the library to determine the gap.

Mr. Berger went on to explain how the process would work, including a telephone or on-line survey, speaking with library staff, possible focus groups, etc. He suggested that we start building a database of users in order to survey them. Once complete, they would report back all the findings and recommendations for the future.

Commissioner Yost asked what kind of timetable is required. Mr. Berger responded every place is different. He wanted to know if there were any milestones or restrictions on a shorter or longer process? Commission Goldstein indicated that the only possible timing issue would be if we wanted to have something for the annual meeting in March. He responded that they would be able to give some verbal feedback by at least March. Mr. Berger thinks the entire project shouldn't take any longer than six months as it's a small community.

Commissioner Yost asked if Alan had a staff or crew that conducts the research. Mr. Berger indicated that he and his wife lead the project. He also has two staff members for technology issues and two staff members that work on facility issues, but determination of staff is based on what is involved in the project.

Mr. Berger asked whether there was a budget for the project. Commissioner Yost indicated it was approximately \$15,000-20,000.

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LIBRARY RFP FORM DEVELOPMENT

Commissioner Goldstein presented a draft RFP document for the Commission to discuss. She tried to include everything on the “shopping list” in an organized fashion. The Commission began to review the RFP and made revisions as needed.

RFP BIDDER SELECTION PROCESS

The Commission reviewed the list of possible bidders. There will be up to a total of seven RFPs to be sent out. The Commission made the decision to have the RFP’s in the mail by Monday, December 29, 2014 with a return by date of Friday, January 16, 2015.

ADJOURNMENT

- ** COMMISSIONER BROWN MOVED TO ADJOURN.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District