

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
December 12, 2016

**ATTENDANCE:** Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein;

**OTHERS:** Sarah Mann, Kathy Cray, Jim Anderson and Nicholas Clarke (ENIA Board Members)

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There were no comments from the public at this time.

**LIBRARY TRANSITION PLAN**

Commissioner Brown invited the ENIA Board members to join them at the table for discussion on the Library Transition Plan. He then deferred the meeting to Commissioner Yost to begin the discussion.

Commissioner Yost asked the Library Board if they had any questions or concerns. Ms. Mann talked about the marketing plan for the library and stated that the reality is that the marketing budget will need to be raised. The library does need to raise money, but if there is a negative image in the community, they will need marketing assistance to raise their positive aspects in the community.

Commissioner Yost said that instead of putting all of the efforts into marketing at this time, perhaps the efforts should be redirected to getting the new Director on board, who will then be able to work with the Library Board to market and fundraise for the library. Ms. Mann agreed with Commissioner Yost. Ms. Mann will begin posting the job description for the new Director within the next couple of weeks.

The discussion continued on how the new Director will be funded should they be employed prior to July 1, 2017. The Library Board will be targeting a start date of April 1, 2017. After reviewing all the current figures (salaries and benefits) and using the salary already in the budget for Stan (5 months – February through June), the budget will come up short approximately \$12,000 if the new Director starts on April 1, 2017. The Commission agreed that the funds can

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come from either Contingencies or Other District Funds already in the budget to cover the difference for the balance of the 2016-17 budget year to cover the gap. The Commission will take a formal vote on this at the next scheduled meeting.

The Commission agreed that the projected library budget for 2017-18 that includes the new Director's salary will be put forth to the ratepayers at the Annual Meeting on March 1, 2017. This is a one-time (1 year) situation. The Library/Foundation will be responsible for fundraising in the future to support the Library's increased budget.

The Commission and the Library discussed the number of members on the Library Board. Ms. Mann indicated that she would like to have an additional 3 or 4 members in the future. Commissioner Yost asked if a TTD Commissioner could serve as a Board member, but was told it would be a conflict of interest. Ms. Mann mentioned that she would like to see one of the Commissioners be in attendance for the final interviewing process of the new candidate since they are involved in the funding.

Ms. Mann also presented a draft copy of a fundraising letter that she and Ms. Cray have been developing. Commissioner Goldstein agreed to review the letter for them.

Both the Commission and the Library Board will be working on getting communications out to the ratepayers prior to the Annual Meeting. It will start with a "teaser" in the TTD January/February newsletter. They will also work on sending out email blasts to both the Library's and TTD's email lists. Another communication to the ratepayers will be a bill stuffer in the February billing cycle. The ultimate goal is to build up the Library to assist in getting it self-funded in the future.

### **ADJOURNMENT**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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