

## Farmington Libraries since 1902

### Library Board Minutes

September 21, 2022

**Attendees:** Andy Baron, Maureen Bittner, JoAnn Cephas, Ida Franklin, Henry Gu, Norma Hartley, Kate Martorelli, Dana Pescatello, Terry Roberts (Chair), Mathew Sweeney, John Teahan, Chris Linqvist

**Quorum:** A quorum was determined. The meeting was called to order at 7:05 pm.

1. **Approval of Minutes:** Minutes from June 15 were reviewed and approved.

#### 2. Chair's Report:

A. **Welcome:** Terry welcomed Ida Franklin to the Board and was unanimously voted to serve.

B. **Committee Assignments:** Terry proposed that the Board should organize a committee to work on an interim strategic plan. She suggested that the Board consult the last strategic plan. Terry also proposed that there should be a procedure in place to deal with public complaints to the Board. JoAnn Cephas volunteered to bring this to the Personnel Committee for discussion and to come up with a procedure.

C. **Bequest to the Library:** Terry led a discussion about the \$50,000 bequest from Connie Mason. The bequest is unrestricted and is presently in the checking account. The discussion about whether to designate the bequest to the endowment and how to allocate the funds was tabled until the end of the year.

#### 3. Director's Report:

A. **Update on Migration to LCI:** Chris Lindquist gave an update about rejoining LCI, the library consortium of 31 libraries, which Farmington left 12 years ago and will officially rejoin on November 16th. Patrons will be able to use networks to access many more resources. Interlibrary loans will be able to be accessed directly by patrons. Staff is being trained, and is also cleaning up and refining records and patron data. Maureen Bittner asked how rejoining LCI will impact the delivery of books to seniors, for example. Chris informed the Board that in addition to the state-funded delivery system, "C-Car," there is also the Yankee Courier, maintained and funded by the consortium to deliver books to homebound residents. The library will be closed on November 15th to test the system. Some bumps are expected. Tutorials will be available for patrons.

B. **Personnel Update:** Melissa Graham continues as the Interim Head of Adult Services until the position of Assistant Director/Adult Services Manager position is filled. She also oversees the Farmington Room. Kelly Szalwicz, a new part-time lending services/outreach employee, will work on outreach, mostly to seniors. Matt Sweeney asked if 1) a waiver was signed by Kelly since she uses her own vehicle, and 2) wanted confirmation that she would be reimbursed at the IRS rate. Chris confirmed that the waiver was signed. Laura Hutchings, an intern, will work

12 hours/week through December. She is completing an MLIS degree. She is supervised by Chris and Melissa.

**C. Status of Hartford Foundation for Public Giving (HFPG) grant for Diversity Equity and Inclusion Training:** Chris reported that he asked HFPG to amend the Phase II grant to use funds for staff education. HFPG agreed. The plan is to offer training to all staff on November 15th when the library is closed to the public.

**D. Building Update: (Chris with Matt)**

Matt reported that our largest concern is the leakage of water into the library. We have consulted with Cristino Associates, who provided a first quote. Matt is in the process of getting an additional two quotes. Cristino Associates reported that the conduits were compromised. Terry asked if the project will be affected by the high school project, and there was general agreement that this should be considered. Matt concluded that there needs to be a long-term solution to the water leakage issue, and both Matt and Chris agreed that it would be complicated and costly.

HVAC: The Board needs to address the high humidity in the library. Greg consulted with Link Engineering regarding the HVAC system who expressed concern. Andy Baron expressed concern about the humidity in the Farmington Room and asked that the Board consider an interim solution such as a split system, which would cost approximately \$3500. Matt agreed to put together a proposal to purchase a split a/c as an interim solution to protect documents in the Farmington room.

**E. Security:** Chris gave an update on security. Teens were caught by police on the roof with spray paint, which they accessed by a fence near the building. Chris reviewed the security camera monitoring policy, which is under review by the attorney, Lisa Lazarek.

Terry brought up the difficulties of parking at the Barney and asked Chris if the principal had been contacted to inform staff at the school to discuss patron parking. Chris agreed to contact the principal.

**4.FY2023-FY24 Budget**

A. It was reported that the budget is on target. Terry suggested that the Board be informed about expenses that are coming down the pike. For example, building repairs

B. Annual letter from Town Finance Director Joe Swetcky: Chris reported that the audit letter from the Director of Finance will be completed by December.

**5. Committee Reports**

- a. **Personnel**-no report
- b. **Building Committee:** addressed above in Director's Report

- c. **Technology Committee:** Henry Gu presented the Interim Monitoring Policy and reported that it will be reviewed by the attorney in October. JoAnn asked about the number of cameras in place. There are six at the Main Library and five at the Barney, located mostly on the exterior.
- **Network Updates:** At the Barney—the Barney continues to use the Noah Webster School's network. Fiber optic cable would be optimum, but so far the town won't pay for it. Henry reported that the proposal is to install two dishes. This needs permission from the Zoning Commission and possibly the Historical Commission. The good news is that the wireless printing system, PrinterOn, is being installed. Patrons will be able print remotely, and it will be available at the Main Library on October 1st.
- d. **Art Committee:** Norma Hartley confirmed that her committee has selected eight exhibitors for 2023. The policies for receptions will be discussed at the upcoming meeting.
- e. **Farmington Room:** Andy gave an update about the traveling archivist, Brian Stephens, who will conduct an assessment of the archives for a full day at no cost. He will charge for the second day. Stephens will do an overall assessment of the collection, look at our storage, and give recommendations. He will advise us on preservation and digitization. Melissa is working on digitization and has completed over 4,000 objects. Also, the Farmington Room is open from 1-4 pm. There is a new proposal to change the hours to 2-4 pm.

**6. Old Business:** None

**7. New Business:** None

**Public Comment:** None

**The meeting was adjourned at 8:20 pm and went into Executive Session at 8:22 pm.**

Respectfully submitted,

Dana Pescatello