

# Farmington Libraries since 1901

## Library Board Minutes

January 17, 2024

**Attendees:** Dana Pescatello, Alan Sherman, Henry Gu, Gary Ontko, Lyman Louis, Rich Olivastro, Celia Bouza, Linda Chapron, Maureen Bittner, Ida Franklin, Norma Hartley, Jocelyn Kennedy, Kate Martorelli, Trish Garcia, Vanitha Patil, Keith Vibert

**Board Members Not Present:** None

**Quorum:** A quorum was determined. The meeting was called to order at 7:01 p.m.

**Public Comment:** There were no members of the public present, and consequently, no public comments were made.

**Approval of the Minutes:** Lyman moved, and Maureen seconded, the minutes were unanimously approved.

### Board Chair Report:

Dana announced that the ad hoc Facility committee is transitioning to the capital planning committee to identify what needs to be done on the building and a comprehensive plan. Lyman will join the committee for capital planning. Rich will serve as the committee's liaison to FVGLA. Celia will liaise with Jocelyn's efforts to update the library's signage.

**Strategic Planning:** In addition to forming the capital planning committee, the library will start the strategic planning with the staff's input on the mission and value. The staff's input will be shared with the board at April 17's board meeting which will also feature a mini retreat. Dana invites board members interested in strategic planning to participate during the summer months to lay the groundwork.

**Board meeting starting time:** Earlier starting time was considered due to the earlier library closing time on the board meeting days. It is determined that the current starting time provides board members with young children with much more needed convenience and thus the starting time will remain to be 7:00pm.

### Executive Director Report:

#### Recent Activities Update:

Jocelyn reported that she spent 50% of her time on administrative activities. Although, seemingly invisible to the community, work such as the salary grade project, policy reviewing, internal financial tracking revamping, staff evaluation process, etc., the effort will lay solid foundation to the strategic planning and to the more visible projects and improvements.

Jocelyn also reported that besides spending significant amount of time on facilities and on administrative activities, she continued her efforts on community building by meeting with community organizations, school student activity director, Farmington continuing Education and peer library directors. Notably, she hosted a successful New Year's lunch for staff with a great response from the staff.

#### E-book:

Jocelyn delivered an enlightening presentation on the complexities surrounding e-books in our library. She highlighted the high cost, licensing constraints, and ongoing legislative efforts to address these issues. Contrary to popular belief, e-books often incur higher acquisition costs for libraries compared to their printed counterparts. The licensing terms and distribution policies set by publishers impose undue restrictions on public libraries, limiting their ability to provide broad access to e-books. Jocelyn also brought to the board's attention the current legislative.

#### Financial Report:

Jocelyn reported that the library's finances are on track. The expenditure report has been reformatted for easier comparison with the same period from the previous year according to the feedback from the board.

#### Committee reports:

**Facilities Report:** The facility committee is working on developing a long-term capital spending plan for the most urgent needs and reviewing Barney and other improvements in conjunction with the strategic planning. Jocelyn and Greg engaged with Chris Nardi of S+PA, who worked on the town's HVAC needs assessment, for the main library and Barney's HVAC capital planning document. Chris will provide detailed pricings (estimated to be \$60,000) and options of limited scope that will cost less. This will enable the committee to do a long-term comprehensive analysis of all needs and costs and engage FVGLA for infrastructure planning and funding options.

#### Tech Committee:

- The IT multiyear planning end date has been moved to the end of this year to align with the progress of the library's strategic planning.
- One of the Self-checkout stations malfunctioned and was fixed and is now back online.
- Multimedia is being upgraded in one of the boardrooms.
- The people counting camera will be relocated and double-purposed to count entrance traffic and record the entrance video as part of the video surveillance system.

#### Adjournment:

The meeting was adjourned at 8:13pm. Lyman moved to adjourn, seconded by Vanitha.

Next Board Meeting: Feb. 21<sup>st</sup> at 7:00pm.