

Farmington Libraries since 1901
Library Board Minutes
April 20, 2022

Attendees: Chris Lindquist, Lisa Warner, Jorie Andrews, Norma Hartley, Keith Vibert, Alex Thomas, JoAnn Cephas, Andy Baron, John Teahan, Kate Martorelli, Matt Sweeney, Maureen Bittner, Caroline Ford

Quorum: A quorum was determined. The meeting was called to order at 7:02 pm.

Approval of Minutes:

The minutes of March 16, 2022 were reviewed. A motion to approve as written was made by Matt and seconded by Andy.

Chair's Report:

Jorie asked Caroline to present the monthly usage statistics first since Caroline had to leave early to help with a program. See Caroline's report below.

Jorie outlined the agenda and reported on the two new hires that are starting this month.

Director's Report:

Chris reported on the hiring of Brienne Webster as the second part-time Adult Information Services Assistant. They hope to have the two part-time Lending Services positions filled and onboard in mid-May.

Chris presented information from the meeting he and the administrative staff had with Lisa Daly from Lockton, Town manager Kat Krajewski and Town Finance Director Joe Swetcky regarding offering a High Deductible Health Plan/Health Savings (HDHP/HSA) Plan to eligible library employees. There was discussion regarding the town's experience and participation in a plan of this type, incentivizing employees to enroll in this plan, and the estimated savings that could be realized. Alex and Jorie asked Chris to go back to Lisa Daly with specific questions regarding phasing in over 2 years, suggestions for HSA contribution and clarification of the prescription drug deductible. Chris reported that Joe Swetcky has set a deadline of June 9 for enrollment in the new plan.

Chris presented the revised Collection Development Policy. There was discussion regarding content filters and Chris reported that because we accept e-rate funding (approximately \$19,000), we are required to filter the public computers. We use software that has set parameters for sexual and violent content. Staff can manually turn off the filter on a specific computer upon request. Alex asked how we keep up with evolving town demographics. Caroline explained how staff has updated the collection based on patron requests. Jorie and Chris stated the typos in the document would be corrected. Andy made a motion to approve and Maureen seconded. The Board approved the policy unanimously.

Chris has a copy of the appraisal that was completed by Heather Nadeau from Nadeau's Appraisals if anyone wants to view it. Chris reported that the value of most of the items went down so we should realize a savings in the insurance premium. The Board requested additional information regarding Heather's statement that approximately 80% of the items that were appraised last time were no longer in the library's holdings.

Chris reported on some building updates. He advised that Jack Delany put a stop to the project to waterproof the electrical conduits. The Children's Room had some new carpeting tiles installed. The furniture and shelving is expected at the end of April. Jorie mentioned that there are FVGLA funds specifically available for children and we should use those for the Children's Room renovation.

Technology Committee has reviewed the security camera quotes and they are planning to meet with two of the vendors and then will bring a recommendation to the Board. Chris will also be working with the selected vendor and Brian Rush to develop a policy regarding privacy and access to video footage, which will be presented to the Board.

Chris thanked Norma Hartley for her efforts in organizing the cleaning of the Bicentennial Quilt.

Monthly Usage Statistics:

Caroline reported that more people continue to attend programs in person. The staff has noticed that there seem to be a lot of new families. They are hoping to get even more people to attend the kick-off event for the Summer Reading Program in June. The library is hiring 2 more people in Information Services and one of them will be focusing on Maker Space programs. The lending and door counts are up considerably. The reference numbers are lower this year compared to last year but are comparable to the 2019/2020 year. The increase last year was due to COVID.

Budget:

Please see report in Board packet. Chris reported that the target is 76% and we have expended 75%. He will be making adjustments between accounts in May.

Special Committees:

Personnel Committee – Alex reported that the committee has revised the Executive Director position description and she will be meeting with Chris next month to discuss.

Capital Planning Committee –Matt did not have any additions to what was reported by Chris.

Technology Committee – No report.

Farmington Room – Andy reported that as of April 19, 2022, 3677 objects have been uploaded to CTDA by Melissa Graham and her volunteer. Andy reported that the committee met and discussed developing a management plan for conserving and digitizing the archive collection. The committee would like to engage a traveling archivist to get advice on what is worth conserving or digitizing. Chris thought this might cost approximately \$1,000. Mike Schloss has advised Andy that there is about \$1,100 available in the FVGLA Farmington Room Fund. Andy is looking at conserving and digitizing the collection of town grand lists. This would require a professional and we may need to explore grant opportunities to fund that effort.

Art Committee – Norma held the first meeting of the committee and they have developed a list of ideas. They are looking into the possibility of a display case in the lobby.

Old Business:

Jorie reported that the search continues for a chair or co-chair for next year. It was discussed at the FVGLA Executive Committee meeting. Lisa will bring up the issue at the next Friends meeting.

New Business:

Jorie will prepare the survey for the Board to complete for Chris' evaluation.

Public comment: None

Adjournment: The meeting adjourned at 8:25.

Next meeting: May 18, 2022 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary