

Farmington Libraries since 1901
Library Board Minutes
February 17, 2021

Attendees: Jorie Andrews, Chris Lindquist, Andy Baron, Matthew Sweeney, Lisa Warner, Alex Thomas, John Teahan, Caroline Ford, Gary Palumbo, Maureen Bittner, Henry Gu, Jadwiga Gocłowski, Lori Yu

Quorum: A quorum was determined. The ZOOM meeting was called to order at 7:01 pm.

Approval of Minutes:

The minutes of January 20, 2020 were reviewed and approved. Jadwiga moved and Andy seconded the motion to approve the minutes.

Chair's Report:

Jorie and Chris will present the budget to the Town Council on March 11. The budget includes a 3% increase and their presentation will highlight the services the Library has provided to the community during COVID. Jorie reported that Chris is having discussions with the town to set aside reserves for the roof and other big capital improvements as part of a Capital Budget.

Director's Report:

Chris reviewed the Re-Opening Plan as provided in the Board packet and focused on the plans for March and April. Saturday hours from 9:30 am to 1 pm at the Main Library will start March 6. Limited access to the building will start April 5. The hope is to increase more hours in June and full hours in October. Chris has been looking to the REALM project for guidance on the quarantining of books. It currently calls for 5 days.

Chris reported that he signed a contract with ESC for replacement of the condensing units and the work is expected to take place in March/April. Chris had intended to hire an excavating contractor to address the water penetration issues at the Main Library. In the meantime, Russ Arnold suggested a waterproofing contractor. Greg will remove the wallboard and Savy & Sons will come in and do a flood test. They will then provide Chris with a proposal for the cost to inject waterproofing epoxy into the walls. This will be a significant cost savings. Chris will be meeting with Eagle Roofing to discuss the cost/benefit of using a silicone product that covers the entire roof to see if that can buy us some time before a full replacement is needed. Chris reported that the design phase (phase 1) of the Children's Room redesign will cost \$5,900. He reported that the FVGLA has funds available for this project from a gift that was restricted for the benefit of families and children.

Chris discussed other long-term projects including updating restroom fixtures and water fountains, researching an automated building control system, and painting at the Barney Library.

On March 1, the new part-time Assistant Maintenance person will be on board.

Caroline reported on the monthly usage metrics. Lending is steady. Reference numbers remain high as staff assist patrons by phone and email. During January, the Children's Department worked from home and continued to provide programs. We should expect to see an increase in the E-books numbers as patrons start to use SimplyE.

Budget:

Chris reported that for the 32nd week of the fiscal year, we would expect to see expenditures at 61.5% and we are within target at 57%. In the recommend budget for next fiscal year, Chris has addressed the

pension with advice of Town Finance Director Joe Swetcky. Towards the end of the 3rd quarter, Chris will make adjustments to allocate funds to the smaller capital improvement projects.

Staff Presentation:

Caroline presented the Staff Training and Development Plan as developed by the HR Committee. It is a quarterly plan that includes quarterly staff meeting as well as internal and external opportunities for training. They have completed the calendar for March through May. Some of the internal training includes topics such as Office 365, Microsoft Teams, SimplyE, Makerspace and Ancestry.com. The external training/development opportunities include 3 to 4 presentations about diversity and inclusion, Reader's Advisory Tools, health and wellness, and CT Library Association Conference. They have planned for an annual staff day in August at Winding Trails. The committee will continue to develop the full calendar.

Jorie and Lisa suggested that Caroline put a request together for the Friends to help with the cost of the CT Library Association Conference. The Friends have supported that in the past.

Committees:

Personnel Committee – Alex Thomas reported that the committee will be reviewing the proposals for the staff training on diversity and inclusion at their next meeting and will report at the next Board meeting.

Capital Planning Committee – Matt Sweeney wanted to bring attention to the fact that for each of the big-ticket improvements, the projects have come in at or below budget and he wanted the Board to recognize that Chris and Greg continue to thoroughly evaluate projects and costs and use the Library funds in a prudent manner. Chris thanked Greg for his attention to both the day to day operations and long-term planning.

Technology Committee – Henry Gu expressed his appreciation for the work the committee has already done. He is encouraged to see the use of the town employees as great resources for the committee. The current project is training staff on MS Office 365. They have purchased 10 mobile hot spots that are available for borrowing. The committee will be looking at computer upgrades and enhancing IT policies.

Farmington Room – Andy Baron reported that the committee met January 27. They discussed the Cowles family registers. These will be kept within the FVGLA. Andy Verzosa is also interested in them. Andy will process deed of gift and bring them to the Library. Andy reported that the committee had a great meeting with Tina Panik of the Avon Library regarding her experience with the CT Digital Archives. Andy was happy to report that there will be staffing of the Farmington Room with regular hours of 1:00 to 4:00 pm on Wednesdays once the library is able to open up to the public. Andy reported on the need for a new scanner and deaccessioning duplicate materials in the workroom. Andy reported that a Farmington resident contacted him about donating her calligraphy collection. He and Chris will meet with her on February 27.

Art Committee – No report.

Old Business: None

New Business: Jorie reported that we should start to think about a Strategic Planning Committee. Jorie advised that we will need to look at which Board members' terms are due to expire and consider a Nominating Committee.

Public comment: None

Adjournment:

The ZOOM meeting was adjourned at 8:30 pm. Jadwiga moved and Andy seconded the adjournment.

Next meeting: March 17, 2021 at 7 PM via Zoom

Respectfully Submitted by Lisa Warner, Secretary

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