

Farmington Libraries since 1901
Library Board Minutes
March 17, 2021

Attendees: Jorie Andrews, Chris Lindquist, Andy Baron, Lisa Warner, Alex Thomas, John Teahan, Caroline Ford, Maureen Bittner, Henry Gu, Jadwiga Gocłowski, Lori Yu, Harry Trider, JoAnn Cephas

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

Approval of Minutes:

The minutes of February 17, 2021 were reviewed and approved. Jadwiga moved and Andy seconded the motion to approve the minutes.

Chair's Report:

Jorie and Chris attended the Town Council meeting on March 11, 2021. Chris presented a great PowerPoint. The feedback from the Town Council was positive and they were very supportive of the way the Library has been able to continue to offer services to the community. The proposed Budget was approved.

There are three trustees whose terms are expiring: Lori Yu, Jadwiga Gocłowski, and Lisa Warner. Lisa Warner will stay on as Secretary. Our bylaws allow for the continuation if a trustee holds an officer position. Jorie asked the Board if they felt a Nominating Committee was needed or if the current Board members would just like to contribute names. She welcomes feedback on that question and stated that recommendations could be sent to her.

Director's Report:

Chris indicated the reopening plan is moving along and he and the staff continue to err on the side of caution. The April 5 limited capacity recommendation takes us back to where we were before the holidays. Phase 3 will start June 1 and both libraries will be open 6 days a week. Phase 4 proposes a full restoration of services on September 1. Chris continues to consult with the Farmington Valley Health District and the CT State Library regarding the quarantining of materials.

Chris commended Caroline on her efforts to implement the Staff Training and Development Plan. The Human Relations Committee and Personnel Committee have recommended engaging Treda Collier Dickenman and Martha Brackeen-Harris as consultants to conduct in-person sessions in the Fall on the topic of diversity and inclusion. In the meantime, Chris and the committees will conduct a self-assessment of programs, services and collections and also collect information on the overall makeup of the Libraries and supporting organizations.

Chris reported that they recently held a staff recognition day with a staff photo and raffles and it was well received. They invited Linda Chapron and recognized her contributions throughout the COVID closure.

The Facilities update was provided in the Committee Report.

Monthly usage statistics continue to be down compared to last year, with the exception of reference and E-books. Lending numbers have stayed relatively consistent this fiscal year.

Budget:

Chris reported that expenditures are at 62% and the target is 69% and he is pleased to report we remain on track.

Staff Presentation:

Harry Trider gave a presentation on Technology and Equipment Services. The Office 365 migration will start in April and will allow for better efficiency and collaboration. Staff training will be conducted in April and May. Harry has discovered that the Library is eligible for discounts of approximately \$2,000. Tech updates will include a switch replacement, overhaul of wireless system and access points, review of internal and public policies, and a second round of new computers. They are setting up a Library of Things which will include mobile hotspots, tablets and E-readers. The Maker Space has evolved during the COVID closure and Harry has created mini studios with cameras and lighting to be used for the filming of virtual programs. The Tech Committee will be developing a technology replacement plan in order to plan for updating technology in a rolling 4-year plan.

Special Committees:

Personnel Committee – Alex Thomas reported that the committee met on March 12. They reviewed 2 proposals for diversity and inclusion training. They have stressed to the consultant that they want the focus to be Farmington specific. They expect to discuss a remote working policy at their next meeting that will be broad enough to cover many different scenarios.

Capital Planning Committee – Chris provided the report since Matt Sweeney was unable to attend the meeting. Chris stated that Steve Dunn, the new Assistance Maintenance employee, had to hit the ground running and cover for Greg due to unexpected circumstances. The replacement of the condensing units is expected to start April 19 and be completed by May 5. The next focus will be on the roof. Chris and Greg will try to get 2 other quotes for the application of the silicone adhesive coating for comparison with the quote from Eagle Rivet Roof Service Corp. Greg will be doing some prep work for Savy & Sons to come in and do a flood test to try and resolve the water penetration issues.

Technology Committee – Henry Gu thanked Harry for his wonderful presentation this evening. Henry reported that the committee will be reviewing the Town Hall's IT policy to use as a basis for our Library policies. The committee will take a look at the internet filtering to see if it is too restrictive and may be adversely affecting the staff's work and adult patrons.

Farmington Room - Andy Baron reported that the committee met March 10. The committee is still planning to move forward with uploading documents to the CT Digital Archives and will most likely start with material that is already digitized and on Biblioboard. Andy is going to take a look at the Farmington Room logs to get an idea of what the patrons are requesting when they visit the Farmington Room. On March 23, Betty Coykendall will give a tour of the Farmington Room so that the committee can get a good understanding of what is in there. Harry will film it so it can be available as a resource to the Board and Library staff.

The committee decided to not accept the calligraphy collection that was offered and Chris was pleased that the established process worked so well. The committee carefully considered the donation, conducted their due diligence and decided it was not within the scope of the Farmington Room collection. Andy was able to make a referral and both the donor and recipient are pleased with the outcome.

Art Committee – No report.

Old Business: None

New Business: Andy and John volunteered to consult with Chris and Shana in an ad hoc Art Committee meeting to document the exhibits that have been done in the past and to review policies regarding collecting commissions and charging admissions for any future exhibits.

Jorie has suggested that maybe one of the new trustees could head the Art Committee.

Public comment: None

Adjournment: The ZOOM meeting was adjourned at 8:25 pm. Alex moved and Andy seconded the adjournment.

Next meeting: April 21, 2021 at 7 PM via Zoom

Respectfully Submitted by Lisa Warner, Secretary