

Farmington Libraries since 1901
Library Board Minutes
March 16, 2022

Attendees: Chris Lindquist, Lisa Warner, Jorie Andrews, Norma Hartley, Keith Vibert, Henry Gu, Alex Thomas, JoAnn Cephas, Andy Baron, John Teahan, Kate Martorelli, Dana Pescatello

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

Approval of Minutes:

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

Chair's Report:

Jorie welcomed Dana Pescatello and thanked her for joining the Board. Jorie reported that she and Greg attended the town council meeting and the budget was approved as submitted. Chris had revised the budget to reflect a 2.74% increase at Jorie's suggestion so that we did not request a higher increase than any other departments knowing that the town is concerned with the expense of the new high school. The FVGLA notified Jorie and Chris that there are restricted funds available for the library to use for upcoming purchases. Just before tonight's meeting, Jorie was notified of an unrestricted bequest from the estate of Constance Wolcott Mason. Jorie will send a personal thank you.

Director's Report:

Chris reported that the budget presentation to the town council went very smoothly and they were engaged and asked some really good questions. They were pleased with how well the Library responded during the COVID closures.

Chris reported that Heidi Schulz-Vendrella was hired as the new full-time Adult Programming Coordinator. She will start March 25. One of her responsibilities will be to coordinate art exhibits and work with the Art Committee. They hope to fill the 2 part-time Library Assistant positions by the end of April. Terry Matava has changed her retirement date to April 28 and the Library staff will hold a small party that day.

Chris would like to offer a high deductible HSA health plan as one of the choices available to employees during the next enrollment period. This has been popular with town employees. Chris will ask the Personnel Committee to review the option.

The management team will be participating in a training session focused on team building with consultant Amy Dunn. The third and final EDI training will be presented to all staff on March 24.

Chris reported that they are increasing capacity to 75% in the meeting and study rooms on March 15 with the hope that they can be at full capacity by April 15. Masks are optional. Programming is being held in the community room. A kick-off event for the Summer Reading program will be held on June 20.

There will be new hours at the Barney Library starting April 6. Morning hours will be reinstated on Wednesdays and evening hours will be discontinued. Evening programs at the Barney are being considered.

Monthly Usage Statistics:

Please refer to the monthly usage statistics provided in the Board packet.

Collection Development Policy:

Chris presented the policy for approval at tonight's meeting. He pointed out that substantive changes were made to the Criteria for Collection section to incorporate EDI language. There was discussion and some changes were suggested. Jorie reported that there are restricted funds available from the FVGLA endowment that can be used for parts of the collection and that will provide savings in operating expenses. John suggested that the Board be able to review the documents listed in the Intellectual Freedom section. Chris will send links and encouraged the Board to especially review the Library Bill of Rights and The Intellectual Freedom: An Interpretation of the Library Bill of Rights. Jorie asked that Chris send a revised version of the policy to the Board so that it can be voted on at the next meeting.

Budget:

Please see report in Board packet.

Special Committees:

Personnel Committee – Alex reported that there was nothing to report that was in addition to the report in the packet. The committee is focused on revising the Executive Director position description. Jorie stated that the timing was appropriate since the evaluation of the Executive Director has typically been conducted in the spring.

Capital Planning Committee –Chris reported in Matt's absence. The Library has approval from the town and they are waiting on the approval from the state in order for the work to begin to seal the electrical conduits. Chris will be meeting with the town regarding the temporary high school parking lot.

Technology Committee – Henry reported that information regarding the installation of security cameras was outlined in the Building Update in the Board packet. Henry encouraged the Board members to borrow a laptop from the kiosk and report back on their experience. Henry reported that the cost for the fiber connection between the Barney Branch and Noah Wallace was higher than expected and will need to be split across 2 fiscal years.

Farmington Room – Andy reported that approximately 3500 objects had been uploaded to CTDA by Melissa Graham and her volunteer. Betty Coykendall told Andy that there about 10 boxes of Farmington grand lists dating from 1752 to 1829 in the Farmington Room and she suggested these be uploaded to CTDA. Andy recommends that this be done by a professional archivist given their size and condition. This would be an expensive job and there is no current budget so the committee will look into possible grants.

Art Committee – Norma will be scheduling an upcoming meeting.

Old Business:

Jorie emphasized the need for a replacement chairperson for next year. Co-chairs are a possibility, as well as asking someone to fill the position on a one-year interim basis. Jorie will reach out to former chairs and FVGLA trustees based on suggestions from Board members Lisa and Alex.

New Business:

Chris notified the Board of an upcoming Library program at First Church of Farmington on April 19 at 6:30 pm. Chris and Andy Verzosa will be moderating a panel conversation on Connecticut history. [Note: Due to unforeseen circumstances, this program has been postponed to a date to be determined.]

There will be an 18th century town fair on May 21 at First Church of Farmington and they have invited the Library and the Friends to have a table display and book sale.

Public comment: None

Adjournment: The meeting adjourned at 8:24 by motion made by Alex and seconded by Lisa.

Next meeting: April 20, 2022 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary