

**Farmington Libraries since 1901**  
**Library Board Minutes**  
**October 20, 2021**

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

**Quorum:** A quorum was determined. The Board meeting was called to order at 7:04 pm.

**Approval of Minutes:**

The minutes of September 15, 2021 were approved with no changes.

**Chair's Report:**

Jorie commented on how pleased she was at having a quorum at this meeting and the last meeting and thanked the Board members for their attendance. She reported that she is still looking for one more trustee. She is waiting to hear from the Director of the Hill-Stead who is interested but must get approval from her Board. Jorie stated that there is really no maximum number of trustees that we are limited by and she is still hoping to find someone who would be interested in heading up a strategic planning committee. Next month's agenda will include a discussion of the terms of the current trustees and replacement planning. Matt has advised that he is not able to take over the chair position next year given his other commitments. Jorie asked that if anyone is interested in being co-chair this year in anticipation of taking on chair position in the following year to let her know. Jorie will finish her 2-year commitment at the end of this year.

**Director's Report:**

Shana Shea gave a presentation on the new website. She worked with Library Market as the web designer and incorporated feedback based on surveys of patrons and staff regarding how they use the website. This firm had previously designed the calendar and now programs and services are seamlessly included on the calendar. The website is designed with easy access and colors that reflect the library's branding. There is a new search function, they are able to add start and end dates for the sliders and can pre-set announcements for holidays and closings. Upcoming events and the departments are very visible. They will have one more training session with the web developer for those staff members that will be making updates. Shana stated that the emails generated by the Contact Us link are monitored regularly by Lending staff. Shana demonstrated the Read-aloud button. The Board members thanked Shana for all of her hard work on the website.

Chris reported that the H.R. Committee has been working with KardasLarson on 4 main elements of a staffing review. Chris reviewed the organization chart that was completed by KardasLarson and provided in the Board packet and he highlighted the changes. He is proposing to add a branch manager at the Barney Library and the Teen Assistant position has been changed to Teen Services Librarian as a direct report. The consultant is currently working with the supervisors to update the job descriptions with the review being done from the perspective of a post-COVID environment. They will also be conducting an analysis of the part-time positions in order to balance workloads and to standardize weekly hours. The final element will be to develop a hybrid COLA/merit performance program. Alex added that the Personnel Committee was fully in support of the Branch Manager position.

Chris reported that the roof membrane project is mostly complete with the exception of a skylight replacement that is on back-order and the installation of a safety walkway coating that has been delayed due to supply chain issues. Chris reported that he spoke to Kevin Ray regarding the question of whether the membrane was considered a new roof. Kevin said this is not considered a new roof and does not

reduce our premium. We do have a 20-year warranty with the silicone membrane. Chris reported that the Children's Room re-design is going well. The painting is done and they are hoping to place an order for the furniture and shelving by the end of October.

Chris reported that he met with Laura Horn, Library Connection, Inc. (LCI) Consortium Director, via Zoom and she advised that her staff would need about a year to prepare and train our staff prior to migration. She proposed a timeframe of January 2023. Caroline stated that joining the Consortium would be much more efficient for staff in handling inter-library loans.

Chris requested a formal vote from the Board. Alex made a motion to approve the migration to LCI. Andy seconded. The motion was approved unanimously by the Board.

At last month's meeting, the Board asked Chris to research offering Sunday hours. Chris presented his proposed Sunday hours for 2022. The estimated cost for 16 Sundays from January 9 to April 16 is \$22,000. Chris will be seeking feedback from the staff as he evaluates whether to schedule current staff or hire separate Sunday staff. Chris will allocate funds in the FY2023 Budget for Sunday hours from October to May.

Chris referred the Board to the list of Library Policies in the packet. He and staff will be reviewing policies at management meetings and will then present them to the Board. The Teen Space Policy was presented tonight. Chris reported that the policy was revised and updated in response to some recent behavior issues at the Main Library. There was discussion including some suggestions made to the proposed policy.

### **Monthly Usage Statistics:**

Caroline provided a brief report on the usage statistics. The Children's Department has started some in-person programs that have been very popular.

### **Budget:**

Please see report in Board packet.

### **Special Committees:**

*Personnel Committee* – No report. They will be meeting next month.

*Capital Planning Committee* – Matt requested that a cover be purchased for Greg's car to keep his trunk clean while transporting supplies. Matt also reported that Greg has requested uniforms for staff for the different seasons. Greg has stated he will manage the laundering of the uniforms.

*Technology Committee* – No report.

*Farmington Room* - Andy reported that Melissa has uploaded over 1,000 items to CT Digital Archives and the Farmington Library section looks great. Once we get the material that is already digitized up on CTDA, we will have a really good amount of material on Farmington. Andy would like to have a demo for the Board at the next meeting.

*Art Committee* – Norma Hartley has interviewed a gentleman who is willing to come to speak at the Library about the 55 Flood. Chris reported that Margaret Heiner has a contact that does insurance appraisals for artwork and we will need to have that completed for our insurance in the near future.

**Old Business:** None

**New Business:** None

**Public comment:** None

— **Adjournment:** The meeting adjourned at 8:35 p.m.

**Next meeting: November 17, 2021 at 7:00 p.m.**

Respectfully Submitted by Lisa Warner, Secretary