

**Farmington Libraries since 1901**  
Library Board Minutes  
September 15, 2021

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

**Quorum:** A quorum was determined. The Board meeting was called to order at 6:59 pm.

**Approval of Minutes:**

The minutes of June 16, 2021 were reviewed and approved. Andy moved and JoAnn seconded the motion to approve the minutes.

**Chair's Report:**

Jorie welcomed the Board to the first in-person meeting since COVID started and thanked everyone for attending. Jorie introduced the two new Board members: Norma Hartley who will head the Art Committee and Kate Martorelli who will join the Personnel Committee. She is still looking for someone with a finance and long term planning background to head up a Strategic Planning Committee.

Jorie reflected on our past year and highlighted the very informative presentations from the library staff and the emphasis on necessary building improvements. This fall the silicone membrane will be installed on the roof which should address some of the water penetration issues.

Jorie is looking for input from the Board for goals for the upcoming year. She would like to address a strategic plan and evaluate the benefits of joining the consortium instead of remaining an independent library. She would like the Board to look at anticipating future needs.

We moved on to a Personnel Committee Report from Alex so that she could leave early. See report below.

**Director's Report:**

Chris informed the Board of the hiring of the new Teen Services Librarian, Sage Gentry. It's a great time for her to start because teens have been coming back to the library now that school is back in person. Chris is hoping that Sage will be able to work with Kate to make connections at the high school to create a library teen advisory committee.

Chris reported that a grant from Hartford Foundation will cover both phases of EDI training. The Board session will be November 8.

The redesign of the Children's Room is moving forward. Painting to be completed by the end of September. Furniture is to be ordered in October with a hope for it to arrive in Feb/March of 2022. Chris provided before and after plans of the Children's Room for the Board to review.

JoAnn asked if the silicone membrane counts as a new roof for insurance purposes. Chris stated that he will bring that question up with the library's insurance advisor at their meeting next week.

Chris reported that an ad hoc committee met to review Koha in order to evaluate if the library should continue with Koha or rejoin the Library Connection, Inc. Consortium (LCI). He presented the group's initial recommendation that the Library rejoin LCI and included a proposed timeframe, cost, and advantages to patrons and staff related to interlibrary loans. Jorie asked Chris to bring more information

to the next meeting of the Board. She also encouraged Chris to look into an earlier implementation timeframe than January 2023.

Chris reported that they are launching the new website on September 28. Shana has been working with the website designer and will brief the Board at the next meeting.

The Library closing dates have been included in the Board packet. These match with prior years with the exception of Veterans Day and Juneteenth. These also align with the town's schedule. The Board approved the list of scheduled holidays with Veterans Day and Juneteenth as actual closed days. There was a discussion of Sunday hours and Jorie asked that we add that to the agenda for next month. Jorie asked that Chris pull together the cost of opening on Sundays.

### **Monthly Usage Statistics:**

Caroline reported that the month's numbers are encouraging. The lending and door count numbers were impacted by the road closure. They have added ValueLine that makes financial magazines available as e-resources.

Caroline stated that they are hoping for in-person programming in October. The Children's Department has been utilizing the community room for programs with pre-registration. They are limiting the number of attendees and running multiple sessions when possible to continue to keep patrons and staff safe.

### **Budget:**

Chris reported that we ended the year with an approximate \$180,000 surplus and the Town Finance Director approved carrying it over. This will cover the roof repairs. Our spending is at 33%, which is on target. An actuarial adjustment was made for the pension line.

### **Special Committees:**

*Personnel Committee* – The Committee's focus has been on discussing and reviewing proposals for a compensation and classification study. They have been working on narrowing down the scope of the project to the bare essentials of what we need in order to keep the cost down. Chris has expressed a preference for KardasLarson.

The grant from The Hartford Foundation is covering the Diversity/Inclusion/Equity training and is expected to take place from early October through mid December.

*Capital Planning Committee* – Matt complemented Greg and Chris for the thoughtfulness with which they approach the budget on all of the building improvements. The silicone membrane is being installed. There were some water penetration issues as a result of the significant rainfall in late-August and early-September. These should be resolved with the new roofing membrane.

*Technology Committee* – Henry reported that the committee will meet later in September and they will work on strategic training.

*Farmington Room* - Andy reported that we are an official member of the CT Digital Archives. Melissa has been trained on uploading materials. The first items to be uploaded will be the Klauser photos that had previously been digitized.

*Art Committee* – Norma Hartley will head up this committee. Chris reported that the hope was to have monthly exhibits but they are scaling that back a little bit to see what evolves with the COVID variant.

**Old Business:** None

— **New Business:**

Harry Trider will provide training on Outlook 365 to the Board. Chris is hoping that a one-hour session can be scheduled in November/December.

**Public comment:** None

**Adjournment:** The meeting adjourned at 8:10 p.m.

**Next meeting: October 20, 2021 at 7:00 p.m.**

Respectfully Submitted by Lisa Warner, Secretary