

**The Farmington Libraries**  
**Library Board Minutes**  
**November 15, 2023**

**Attendees:** Maureen Bittner, Celia Bouza, Linda Chapron, Ida Franklin, Norma Hartley, Lyman Louis, Kate Martorelli, Rich Olivastro, Dana Pescatello, Alan Sherman, Trish Garcia, Keith Vibert  
**Absent:** Henry Gu, Gary Ontko, Vanitha Patil  
**Guests:** Andy Baron, John Teahan

**Quorum:** A quorum was determined. The meeting was called to order at 7:00pm.

**Public Comment:** There were no members of the public present, and consequently, no public comments were made.

1. **Approval of October 2023 minutes:** The minutes were approved with four corrections and changes.
2. **Board Chair Report:** Dana announced that members of the Farmington Room Committee, Andy Baron and John Teahan, with the help of Melissa Graham (Director of Information Services), have put together a program to introduce the Board to the archives and collections in the Farmington Room. We will end the board portion of the meeting early to meet in the Farmington Room. Going forward Trish Garcia has agreed to serve as board liaison to the Farmington Room Committee.
- 3.

Dana gave a summary of the "Meet and Greets" for Jocelyn, which were organized to introduce the executive director to the community. One was held for the larger community on October 24th, and the other was held in the teen space on November 14th. Thanks were extended to those members of the board who attended and helped.

Dana reminded board members to sign up for the Association of CT Library Boards webinar to be held on November 29th. For more information, go to: <https://aclb.wildapricot.org/> Members can watch a recording, which will be posted on the website.

The FVGLA will host their Annual Gala and Reception on December 1st at the Barney Library from 6-8pm . Linda is happy to take RSVPs.

Dana encouraged board members to visit the Barney and to make it a goal for this month, and she asked members to contribute to a holiday gift for the staff for lunch or dinner.

**4. Executive Director Report**

Jocelyn outlined the highlights of the Executive Director Report.

Jocelyn met with Shana after she returned from a conference on marketing and outreach to go over ideas about increasing the number of newsletter subscribers and social media followers. (newsletter–4,000 subscribers; social media–2,000)

Facilities Update: The new roof drains are working. The conduit on the hill was repaired, and a new french drain was installed. The area around the conduit was excavated, and it turns out that there are tree issues in the building wall, which was resealed. The floor in the staff room of the Children’s Department needs repair. Waiting for a third quote.

Flooring–Carpeting on the First Floor: The most recent quote to replace carpeting is cost prohibitive at this time(approximately \$100,000).

Jocelyn announced the date and progress of the Makers Fair, which will be held on March 24, 2024 between 1-4 pm. She described that the activities offered will be a combination of high tech (3-d printing) and slow craft (quilting, crafts, etc.) Jocelyn made two requests from the Board, one for a food truck company and second, for contacts to the manufacturing community. Keith and Kate offered contacts.

5. **Finance Report:** Jocelyn reported that the finances are on track. She stated that she is working on breaking down the financial information so that the Board has more information about how funds are allocated. The budget process has begun. Jocelyn will give the Board more specifics in December. The budget will be submitted to the town by January 19th.
6. **Committee Reports:** Committee reports were postponed until next month (December).

### **Other Business**

Dana and members of the Transition Committee (Alan, Kate, Maureen, Dana) gave an update on its work. The Executive Director’s contract obligates the Board to decide and vote at the March meeting (after six months of employment) that the ED has “successfully completed the probationary period.” The committee underscored that this is less than a full evaluation (as no goals will be evaluated) but rather an inquiry to make sure there are no concerns, and if there are that the Board Chair will have time to go over the feedback (positive and red flags) with the ED so that she may address them before six months. The Transition Committee identified three stakeholder groups to interview: 1) town officials; 2) staff; and 3) the Board. The town and staff questionnaire will be given 1-1 by members of the committee. The Board will submit written questionnaires. After all of the feedback is gathered, the Transition Committee will meet to go over and decide next steps. The Board Chair will meet with the ED. The Board will receive a summary of the findings and will vote in March.

Keith Vibert agreed to interview the town officials.

The meeting was adjourned at 7:50pm. Trustees moved to the Farmington Room for a special program led by Farmington Committee members Andy Baron and John Teahan.

Respectfully submitted,  
Dana Pescatello