

**Farmington Libraries since 1901**  
**Library Board Minutes**  
December 16, 2020

**Attendees:** Jorie Andrews, Chris Lindquist, Lori Yu, Andy Baron, JoAnn Cephas, Matthew Sweeney, Lisa Warner, Alex Thomas, John Teahan, Harry Trider

**Quorum:** A quorum was determined. The ZOOM meeting was called to order at 7:40 pm.

**Approval of Minutes:**

The minutes of November 18, 2020 were reviewed and approved. Andy moved and Alex seconded the motion to approve the minutes.

**Chair's Report:**

Jorie stated that the capital improvements are progressing and the boiler work is completed. Jorie advised that a request has been sent to the FVGLA for funding of the replacement of the condensing units. Jorie and Chris will be speaking to a candidate for the Board and hope to give us a report at the next meeting.

**Director's Report:**

Chris reported that he and the staff feel that they made the right decision in scaling back access to the library based on the spike of COVID cases after Thanksgiving. They are currently offering curbside and grab and go. Staff continues to create crafts and manipulatives for children and the online programs continue to be popular. They are planning virtual programs through the winter and limited outside programs in the spring. They are looking into opportunities to provide in-person programming in June, July and August. Chris will continue to monitor the health metrics with the hope of reinitiating notary and passport services and Saturday hours in January. Fines were reinstated in October, but they are not currently being collected.

Chris and staff continue to take the necessary precautions to keep staff safe. One staff person tested positive and quarantined at home. That person was not in direct contact with any other staff and is now back to work.

Chris provided an update on the facilities improvements. The LED lighting project is 100% complete and everyone is very happy with the result. The boilers have been replaced. There are some balancing issues to work out with the thermostats. A scan of the roof was completed. It appears to be in pretty good shape. A sealant/membrane was recommended and could give us another 3 to 5 years before replacement is needed. Chris continues to work with the town on the water penetration issues. He will work with Russ Arnold to identify some excavating contractors that can provide a quote over the winter. Chris has reached out to Robin Barrett at the FVGLA to discuss the funding of the 5 condensing units and the setting aside of funds for a new roof.

The HR committee received a 75% response to the staff development and training survey. They are working on creating a full schedule of training for 2021.

The FVGLA audit was completed and is available to the Board. Chris has not met with the auditor but "no significant findings" were reported.

Chris is meeting internally with Shana and staff to come up with a more formal communications plan that will be broad-based and address using our brand, press releases and an updated website.

The monthly usage metrics are not unexpected. Lending and door count have dropped dramatically. Reference has increased as staff have been assisting patrons with electronic databases, website and book holds. E-books usage continues to increase. Children and teen programming continues to be very popular. The adult programming usage seems to depend on the topic. Staff is working to attract a stable audience for adult programming.

### **Budget:**

Chris reported that the budget is on target with 45% expenditure. He will reassess the pension budget line at the end of 3Q and move funds as necessary from other accounts.

Caroline stated that the staff is compiling a quarterly request for the Friends to consider at their next meeting on January 7, 2021.

### **Special Committees:**

*Personnel Committee* – Alex Thomas reported that the committee held an interim meeting in November to finalize work on the COVID policy and FAQs. They have established a meeting schedule for 2021. They will focus next on the remote working policy. Out of their original six objectives, they have completed three.

*Capital Planning Committee* – Matt Sweeney reported that Chris addressed the projects in the Directors' Report. He is hopeful that we can get more funds. Chris stated that he will look for some opportunities for grants in the new year.

*Technology Committee* – Chris reported that he and Jorie are hopeful that the new Board candidate will head this committee. Chris and Harry have been working with the town's IT manager in order to create a complete inventory of our hardware and peripherals for both public and staff. Harry has identified a need for 16 new computers, an inkjet printer and wi-fi hotspots, and that equipment is now on order.

*Farmington Room* - Andy Baron reported that the committee will meet on January 13, 2021. The focus will be on what material should be uploaded to the CT Digital Archives. Andy reviewed registers from the Cowles family and contacted Evan Cowles to see if he wanted to keep these. Evan was not interested in keeping them so Andy reported that we would add these to the Farmington Room Collection. The registers include records of births, marriages, and deaths dating back to the early 1800s.

*Art Committee* – No report.

**Old Business:** Lori recalled a quote for purchasing new ergonomic chairs for staff. It does not appear that these were ordered. Chris will look into this.

**New Business:** None

**Friends:** No update today.

**Public comment:** None

### **Adjournment:**

The ZOOM meeting was adjourned at 8:51 pm. Lori moved and Alex seconded the adjournment.

**Next meeting: January 20, 2021 at 7 PM via Zoom**

Respectfully Submitted by Lisa Warner, Secretary