

Farmington Libraries since 1901
Library Board Minutes
December 15, 2021

Attendees: Chris Lindquist, Lisa Warner, Henry Gu, Caroline Ford, Alex Thomas, Maureen Bittner, JoAnn Cephas, Andy Baron, John Teahan, Kate Martorelli

Quorum: A quorum was determined. The Zoom meeting was called to order at 7:05 pm.

Approval of Minutes:

The minutes of November 17, 2021 were reviewed. A motion to approve as written was made by Andy and seconded by Henry.

Chair's Report:

Jorie Andrews was not able to attend so Chris ran the meeting. There was no chair's report but Chris reported that Jorie is still interested in adding another Board member and is also seeking someone to replace her as Chairperson for next year.

Director's Report:

Chris reviewed the proposed FY 2023 Budget information provided in the Board packet and reminded the Board that the FY 2023 Budget is still a work in progress. Chris will be meeting with the FVGLA Finance Committee and the Town Manager and Town Finance Team in early January to get additional information. Currently, Chris is projecting a 3.9% increase. Chris will present the final budget at the January meeting of the Board.

A fully vaccinated employee at the Barney library tested positive for COVID. Due to testing and quarantine protocols, the Barney library could not be adequately staffed and it was closed on December 7. The plan is to re-open December 13. Caroline worked with Greg Sieklicki and Brian Rush to move a workstation at the Barney to provide more distance between employees. There was discussion regarding what other policies could be implemented to avoid closing. Caroline reported that they are using recommendations from the Farmington Valley Health Department. They have reinstated the masking policy and they are looking at the in-person programming and the capacity in the community rooms.

Chris reported that Adult Programming Assistant Tara McLeod is resigning because her family is re-locating out of state. The position will be posted internally and externally using the updated job description. Shana Shea has been acting as the interim Barney Branch Manager.

Chris asked Jerry Kardas and Nick Daukas from KardasLarson to assess the Library's current facilities staffing. They have recommended a minimum increase of 16 man-hours, from 54 hours per week to 70 hours per week. Chris will submit 3 options to be considered and discussed at a joint meeting of the Personnel and Building Committees.

KardasLarson has completed 3 of the 4 tasks. The hybrid COLA/merit program is in progress. The job description for the Executive Director is still under review. Chris made some revisions and KardasLarson will review. Chris will be sharing their final report at the January Board meeting. Chris reported that they have done a fantastic job and there was no extra charge for the facilities analysis.

Chris recommends that the Board create a public comment policy and provided an example for the Board to review. There was discussion regarding how to handle a public comment time at the Board meeting,

including asking people to pre-register and determining a set time limit. Chris and Alex would like the Board to provide feedback at the next Board meeting.

Chris reported that Harry Trider completed the Microsoft Office Teams training to Board members. Chris is hoping that the Board can start using Teams to communicate starting in March 2022. Harry is able to create teams for all of the committees. Andy requested instructions on how to forward Teams emails to personal email accounts.

Monthly Usage Statistics:

Caroline reviewed the monthly usage statistics provided in the Board packet. The door count is slowly climbing and she is happy to report that the numbers are moving closer to the pre-COVID numbers.

Budget:

Please see report in Board packet. Chris reported that the target is 44% and spending is at 51% which includes several up-front costs. Insurance premium did increase this year. We will need to do an appraisal of fine arts this year according to Insurance agent. Chris is expecting that utility costs may be higher than expected.

Special Committees:

Personnel Committee – Alex provided a summary of the committee's most recent meeting. They discovered that 4 positions were not properly classified as exempt/non-exempt. Chris may need to go back and pay overtime for 1 of those positions. Chris will notify all 4 staff regarding their correct classification. They have decided to phase in the changes to the standardized part-time positions.

Capital Planning Committee –Chris gave the committee report as Matt was unable to attend the meeting. The revised estimate for the furniture and shelving for the Children's Room is \$170,000. This will be spread over the next 2 fiscal years: \$107,000 this year and \$63,000 next year. There is an expected additional cost of \$40,000 to \$50,000 for an electrician, extra carpet tiles, and the packing and moving of books while the shelving is being installed. The potential total costs are between \$200,000 and \$210,000. Chris is hoping that maybe \$25,000 of that can be funded by private donations.

Technology Committee – Henry reported that Caroline and Harry have been working on a draft of the multi-year tech plan which will be presented at the January Board meeting. They are going through the bidding process for access points for the Main Library. They are looking into updating the wi-fi at the Barney Library. They hope to have the laptop kiosk project finished at the end of January/early February. Chris reported that he is consulting with Brian Rush and Matt Ross to see if a fiber connection can be added at Barney to upgrade the internet and phone connectivity.

Farmington Room – Andy reported that he managed to dispose of a good portion of the duplicate books and pamphlets that were taking up space in the Farmington Room. Andy packed up 6 boxes of books and they were reviewed by Betty Coykendall and Linda Chapron. 1 box of books went to Stanley-Whitman and 2 boxes went to the Farmington Historical Society. 2 ½ boxes were given to the Friends for their book sale and Andy reported that most of those books were sold. There were multiple copies of Farmington H.S. yearbooks. These will be made available to purchase in the Friends' Book Nook at the Main Library.

Art Committee – Chris gave an update on the cleaning of the Bicentennial Quilt since Norma was not able to attend the meeting. Monique went back through the Library records to 1975/76 and found the name of the company that originally took the Bicentennial quilt off the wall for cleaning. They are still in business and they will come and remove and clean the quilt. The Granby Historical Society had generously offered to clean the quilt, but Greg was concerned about taking it off the wall.

Old Business: Chris asked the Board to consider his recommendation to close the Library on Friday 12/24 in line with town hall. The Board unanimously approved a motion made by Andy and seconded by Maureen.

New Business: Chris reported that he was just informed by Matt Ross that the High School construction plans include a temporary parking lot under the big "F" in the field adjacent to the Main Library. Access would be through the Library parking lot. The temporary lot would be in place for the full 2-year construction timeframe. Kate has advised that she will bring updates to the Board from the High School Building Committee.

Public comment: None

Adjournment: The meeting adjourned at 8:25 p.m. with a motion made by Alex and seconded by Andy.

Next meeting: January 19, 2021 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary