

Farmington Libraries since 1901
Library Board Minutes
February 15, 2023

Attendees: Terry Roberts, Dana Pescatello, Maureen Bittner, Henry Gu, Kate Martorelli, JoAnn Cephas, Andy Baron, Ida Franklin, John Teahan, Norma Hartley, Keith Vibert

Quorum: A quorum was determined. The meeting was called to order at 7:02.

Public Comment Period: none

Approval of minutes: The minutes of February 15 were reviewed. Henry Gu addressed two changes: 1) Samantha Lee is not an attorney but is a staff member of the State Library 2) "multiple committee members" is incorrect, should be Brian Rush. Dana noted that the Strategic Plan should say Interim Priorities. A motion to approve as amended was made by Andy seconded by Dana and unanimously approved.

Search Committee Update:

Dana shared with the members the development of the hiring criteria which includes input from both the committee and staff. Using this information, the committee created a candidate profile which identified those characteristics and skills which are most important. From this, the job description was created to be used for both the posting and for the basis of interview questions. The first job posting will be February 21 to be following on March 1 by the American Library Association posting. Local, regional and national associations as well as library alumni of the prestigious MLS library schools, Black and Asian South Pacific library groups, and others will receive the information for their websites/job posting sites. There is a fee for the Black and Asian South Pacific groups, but the others are free. Next steps for the committee include creating the questions for interviews and some activities to evaluate skills such as writing, communicating and problem solving.

Interim Director's Report:

The annual FVGLA audit of the library has been completed and there are no outstanding management issues in our processes or financials.

Terry is working on the RFP for the water penetration project. Hopefully it will be completed prior to the next meeting.

Lisa Warner has resigned from the Library Board. She serves as the representative of the Friends. The FVGLA by-laws state that one of the co-chairs of the Friends shall serve on the Library Board. Terry will speak with Linda Chapron, the other co-chair, about assuming a role on the Board. In addition, we will need a new secretary.

A new Purchasing Policy was presented. After discussion and 2 minor changes, JoAnn moved; Ida seconded approval with those changes. Unanimously approved.

Budget:

Terry reviewed the status of the current budget to date and the revised 2023-24 budget. Terry and Monique presented the approved 3% budget to Kathy Blonski and Joe Swetcky on February 23. There were few questions, and it was a brief meeting. Later, the council declared that increases should be only 2% and we have to adjust the proposed budget to reflect this decrease.

Discussion followed on elements of the budget. Health insurance is a large item. The town had switched to HDHSA which was offered to our staff (10 full time positions). None of the staff at that time choose to switch to the new policy. New hires are only offered the new insurance. Terry agreed to reach out to staff again to see if any would be willing to switch now. She will report at the next meeting.

The Board affirmed that we will maintain a 3% increase for staff and make cuts in other areas of the budget.

A motion was made by Maureen and seconded by Andy to approve the original 2023-24 budget presented to the town. Unanimously approved.

A motion was made by Dana and seconded by Norma to support Terry in making the necessary reduction to reach 2% level in the budget. Unanimously approved. This revised budget will be presented to the Board at the next meeting.

An updated Capital Plan was presented to the Board for their information.

Committee Reports:

Art Committee: Norma reported that since we are unable to fund the display case in the lobby this fiscal year, Heidi, staff to the committee, had suggested a large monitor approach with stills and/or videos of artifacts from the collection and/or local artists' work. Heidi is working to set up the first artist.

Funding is available for restoration of one of the library paintings at the cost of \$1,800 to \$2,000. Arrangements are being made with the individual who did the review/estimates to complete this work. Other pieces will have to wait until funds can be made available. Terry presented the issue to the FVGLA executive committee, asking them to sponsor a fundraising event as the library is not allowed to participate in direct fund raising. They were supportive and the committee will start planning.

Technology: The final Security Camera Policy was tabled until next month due to an error in the copies distributed to members. Henry reported that other policies are now under review.

Farmington Room: Andy presented the revised Farmington Room Manual policies for approval. Motion to approve was made by Maureen; seconded by Henry. Unanimously approved.

Personnel: The revised Personnel Policy was presented. Motion to approve made by Andy; seconded by Norma. Unanimously approved.

Strategic Plan: The Interim Priorities and Goals were presented by Dana. Terry will provide an update each month to the Board. Motion to approve was made by Andy; JoAnn seconded. Unanimously approved.

Old Business:

Terry shared a special Thank You from the staff for the support for their recent holiday party.

Terry provided samples of some of the information that is available to keep the Board abreast of the staff activities. She asked that people give feedback on what they would like to receive.

New Business:

The Maker Fair is March 26.

Friends Book Sale is March 31 - April 1.

Volunteers are solicited for the Secretary position.

Adjournment:

Motion to adjourn was made by Dana; seconded by Maureen, unanimously approved. Meeting adjourned 8:38.

Actionable Items:

Budget-approved 2/15

Personnel Policy approved 2/15

Purchasing Policy approved 2/15

Farmington Room Manual Policy approved 2/15

Interim Priorities and goals approved 2/15

Security Camera Policy tabled until 3/15