

**Farmington Libraries since 1901**  
Library Board Minutes  
November 17, 2021

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

**Quorum:** A quorum was determined. The Board meeting was called to order at 7:03 pm.

**Approval of Minutes:**

The minutes of October 20, 2021 were reviewed. A motion to approve as written was made by Maureen and seconded by Andy.

**Chair's Report:**

Jorie reported that the Assistant Town Manager will let us know the new town liaison that will replace Gary Palumbo. Jorie provided an update on the search for new Board members and sought input on several individuals that were suggested. Since some trustees will be terming off in September and there will be more openings, Jorie will try to determine who might be interested in coming onto the Board starting next year. We do not necessarily need another member but Jorie would really like to find someone with strategic planning experience.

**Director's Report:**

Chris reported that KardasLarson has completed 2 of the 4 tasks that were defined as part of the staffing review. He expects to present the entire report at next month's meeting. The updated job descriptions should be good for 10 years. One issue that was identified is that the Facilities Manager position is not an exempt position and any hours over 40 per week need to be paid at time and a half in order to be in compliance with state law. Chris will make sure that Greg's compensation is reviewed and adjusted as needed to be in compliance. It was also identified that we are under man-hours by 15-16 hours compared to peer libraries for facility maintenance man-hours.

Chris provided a summary of Matt Sweeney's Capital Planning Committee report. There is a new issue with water penetration related to the main power conduits connected to the transformer. Greg and Chris are working with Eversource and Russ Arnold to identify the problem and determine who will be responsible for paying for the repairs.

The Children's Room Redesign project will be completed in two phases over the next two fiscal years due to the most recent quote. Jorie questioned how we are handling the funds that were carried over from last year. Chris reported that most of the funds can be used for the re-design but he is concerned about using all of those funds only on the Children's Room. There could be some HVAC issues that need to be addressed and he wants to make sure that we have funds for that. Jorie expressed that she wants to make sure that we don't roll over funds again this year.

Sunday hours will start January 9, 2022 and extend to April 24, 2022. Chris will staff 2 people per desk from 1 to 4 pm. Chris wants to determine demand and need before scheduling any programs on Sundays. The Board members were pleased that the library would be more available to the public.

Chris provided his Proposed FY 2023 Budget Assumptions. He highlighted the elimination of overdue fines, the full-time Barney position, merit pay increases and electricity cost increases. Chris will bring the formal budget to the Board once he gets all of the information from the town. Chris reported that the FVGLA has done really well and he is hopeful our allocation will be higher next year.

Chris reported that he had received a verbal challenge from a local parent regarding the book Gender Queer. He met with the parent and provided her a copy of the written complaint form. The Board discussed the current Collection Development Policy and written complaint form.

Chris reminded the Board of the two training sessions scheduled by Harry Trider for the Board to learn about Microsoft Teams. Jorie commended Harry for coming to the Barney Library on his vacation to fix the computer issue that arose during the diversity training session.

### **Monthly Usage Statistics:**

Caroline presented some of the information provided as part of the annual report to the CT State Library. There were specific questions this year related to COVID. Monthly metrics continue to look good.

### **Budget:**

Please see report in Board packet. Chris reported we are on track.

### **Special Committees:**

*Personnel Committee* – Alex reported that KardasLarson updated the committee at their November 3 meeting and will attend the upcoming committee meeting to present the final two tasks they have been working on.

*Capital Planning Committee* – Matt's report was presented by Chris as part of his Director's Report above. Chris will re-send Matt's report to the Board. New projects being proposed include the painting of the exterior at Barney in the spring of 2022, caulking repair of concrete walls at the Main Library and ongoing remedial work with HVAC equipment.

*Technology Committee* – Henry reported that the committee is reviewing the multi-year technology plan that is being drafted by Harry and Caroline. They will present this to the Board in January. The committee has also worked on the e-rate bidding and a contractor to supply the equipment; they have received the laptop kiosk and hope to get the laptops that will be used for self check-out in December; they have determined that the library needs a new firewall and video security system. Chris reported that the Barney Library will need a new network connection which will allow the Barney to have its own phone system.

*Farmington Room* – Andy reported that Caroline gave a presentation on CTDA to the committee and he would like her to give a presentation to the Board next month. Melissa and Sophie (intern) have uploaded over 2,000 items to CTDA. Andy reported that the committee discussed designing a project so that we could apply for an NEH grant – perhaps a traveling archivist. Linda Chapron has agreed to sell the extra copies of books and pamphlets that are taking up space in the Farmington Room. Andy met with Farmington Heritage Alliance and they will be meeting quarterly and are searching for a chairperson. The committee discussed various ways to raise the public visibility of the Farmington Room including ideas for signage, website and social media. Caroline reported that they are discussing the possibility of using volunteers to open the Farmington Room on Saturdays. They are looking for people who might be able to act more like a docent and asked the Board to let her know of anyone they think might be interested.

*Art Committee* – Norma Hartley reported that she has found someone to clean the quilt. Jean, the curator of the Granby Historical Society, has volunteered to do this for the Library. We will need to purchase a box and have the quilt taken down. Jean will clean it and place it into the box where it will need to rest for at least 6 months. Once it rests, it can be hung again for 2 to 3 years and then the process needs to be repeated.

**Old Business:** None

**New Business:**

The Board will have a small social meeting starting at 6 or 6:30 prior to the regular meeting in December.

Lisa reported that the Friends are celebrating their 75<sup>th</sup> anniversary this year and will be publicizing it with Shana's help on the website and social media.

**Public comment:** None

**Adjournment:** The meeting adjourned at 8:51 p.m.

**Next meeting: December 15, 2021 at 7:00 p.m.**

Respectfully Submitted by Lisa Warner, Secretary