

Farmington Libraries since 1901
Library Board Minutes
January 18, 2023

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

Terry introduced Venitha Pitel who observed the meeting as a potential Board member.

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

Public Comment Period: None

Approval of Minutes:

The minutes of December 14, 2022 were reviewed. A motion to approve as written was made by Dana and seconded by Andy and unanimously approved.

Director Search Update:

Dana reported that the Search Committee met on January 9. They discussed the timeline and Dana reported that Leslie and the Committee hope to present 2 or 3 candidates in early May with the goal of having the new Executive Director on board by the end of May/early June. The Committee also discussed their role and responsibilities and informed the Board of the liaison assignments – Ericka will provide updates to the staff, Terry will update the Friends and FVGLA and Dana will update the Board. Dana explained that the role of the Board will be to provide timely feedback, support the committee and participate in the final rounds of interviews, meet & greets, etc. The Committee will meet weekly until the end of February. Dana stressed that the Committee is very committed to finding the right candidate,

Interim Director's Report:

Terry reported that Matthew Sweeney has resigned from the Board. Terry will reach out to Matt's suggested replacement.

Terry met with Russ Arnold about the water penetration issue. He will send an estimate and then Greg and Terry will put together an RFP so we can hopefully get the project done in the spring.

Brian Rush will start to include the Library staff in the cybersecurity training that consists of regular emails.

As of January 18, Harry Trider will report to Terry and not Melissa.

The Board discussed the Purchasing Policy that Terry presented and provided comments. Terry will present a new draft at the next Board meeting and any additional comments should be submitted to Terry by February 3.

Budget:

Terry has not yet met with the town and she awaits the final numbers from Joe Swetcky. Terry will take the current proposed budget to the FVGLA. She noted that the Capital Plan is not reflected in the current budget estimate.

Chris' salary is no longer on the payroll and those unused salary funds can now be used for the cost of the search firm. The FVGLA has also advised that they can help fund the search firm.

Special Committees:

Personnel Committee – Kate and JoAnn stated that there was no update to report.

Building Committee – No report.

Technology Committee – Henry reported that the committee is currently focused on policies. A draft of the policy for access to the security system video footage has been sent to Attorney Samantha Lee. Her recommendation focused on protecting patrons' privacy. Henry reported that Brian Rush felt that some of the recommendations were too restrictive. Henry will work with the committee to create a compromise draft to present to the Board.

Farmington Room – Andy reported that the HVAC installation in the Archive Room should be completed on Friday. Melissa is working on a plan for managing the archives based on the suggestions made by the traveling archivist. The only cost currently would be for new shelving, approximately \$4,100. Terry advised that Melissa can make a request for funds from the restricted account. Andy presented the Farmington Room manual that was last revised in 2015 but not previously brought to the Board for approval. Terry asked that the Board provide any comments to Andy by February 3 so that a new draft can be presented for a vote at the next monthly meeting.

Art Committee – Norma reported that the committee reviewed the recommendations from Tom Yost's company and proposed to the Board that 4 paintings be restored at a cost of \$5,900 to \$7,400. Terry will add this to the Capital Plan. There was some discussion around how fundraising could be used to fund the cost of future restorations and Terry advised that the Library cannot fundraise directly but the FVGLA and The Friends can.

Strategic Planning Committee – Dana, Maureen and Terry met and agreed that a strategic plan would need to involve the new Executive Director and should be tabled until the new Executive Director is in place. Instead, they created a list of Interim Procedures and Goals and presented them to the Board. Terry asked that the Board provide comments to Dana.

Old Business: None

New Business:

- The staff will review the current Library Policies and then a report will be presented to the Board.
- Terry will meet with the Personnel Committee to discuss the Evaluation process for the Director.
- Terry reported that By-law revision is supposed to take place every four years and the last one was completed in 2019.

Actionable Items:

- Budget Approval – Tabled, awaiting additional information
- Job Description – Approved 1/18/23 on motion by Maureen and seconded by Norma
- Interim Priorities and Goals – Tabled until February meeting
- Request for wine to be served at art exhibition – Approved 1/18/23 on motion by Dana and seconded by JoAnn
- Review of By-laws – Review postponed until Fall, 2023 on motion made by Dana and seconded by Kate

Adjournment:

Meeting was adjourned at 8:33 upon motion made by Maureen and seconded by Andy.

Next meeting: February 15, 2023 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary