

Farmington Libraries since 1901
Library Board Minutes
April 21, 2021

Attendees: Jorie Andrews, Chris Lindquist, Andy Baron, Lisa Warner, Alex Thomas, John Teahan, Caroline Ford, Maureen Bittner, Henry Gu, Lori Yu, Gary Palumbo, JoAnn Cephas, Ericka Bajrami, Matt Sweeney

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

Approval of Minutes:

The minutes of March 17, 2021 were reviewed and approved. Andy moved and Maureen seconded the motion to approve the minutes.

Chair's Report:

Jorie stated that we need to replace the trustees whose terms are expiring. Lisa Warner will continue as Secretary. Chris and Jorie have identified three areas of need: someone to help with editing/adopting a strategic long-term plan, someone who is active in the Children's Department, and someone to run the Art Committee. Jorie reported on recommendations she had received and took additional suggestions. She will get contact information for each and approach them to see if they are interested in becoming a trustee. Jorie proposes that we replace the 2 openings with 3 new members.

Director's Report:

Chris reported on the revised re-opening plan. The intent is to balance increased access with the health and safety of the patrons and staff. On May 3, they will decrease the book quarantine time from 5 days to 3 days with the hope that by August 16, quarantining would be eliminated. They will return to a more regular schedule on June 1 and will staff the service desks. The plan is to be back to full staffing on July 1, with unlimited browsing, normal holds and eliminating curbside pick-up. Programs will continue to be on a hybrid basis with most programs online through the summer and maybe some smaller programs outside. Chris reported that most libraries are doing phased re-openings and we are aligned with most of our peer libraries.

Chris is working with the Capital Planning Committee on a 5 year plan. The primary capital items are a new roof membrane at the main library, automated building system (HVAC) for the Main library, an automated materials handling system for the Main library, and implementing an annual replacement plan for technology and equipment at both the Main and Barney libraries.

Chris has had a conversation with the town manager regarding putting some monies aside to build a capital fund.

They are currently interviewing for 2 assistant positions at the Barney library. Chris hopes to fill the positions by mid-May.

Monthly Usage Statistics:

Caroline presented the monthly usage statistics. E-resources and reference numbers continue to climb, and lending is starting to increase. Program participation has been increasing as patrons get more comfortable with the virtual setup. The door numbers are going up and the expectation is that this will continue to increase throughout the summer as the library increases access.

Budget:

Chris reported that expenditures are at 67% and the target is 73% and he is pleased to report we remain on track.

Staff Presentation:

Ericka Bajrami gave a presentation on the Children's Department that included information on the staff, programming, collection and partnerships. The collection encompasses birth to 6th grade and includes books, media, audiobooks and launchpads and kits. They recognize that programming is what brings families in the door and they had to pivot during COVID. The department staff created virtual programs (both live and pre-recorded), emails of program packets (rhymes, songs and crafts), take & make (which was very popular) and Dial-a-story. The department partnered with the Services for the Elderly and children could pick up a bag at the library that would have everything they needed to make a gift for somebody that was isolated. Ericka created a series of videos called Just Breathe that were used by the local schools. They are also working with the schools to promote the summer reading programs.

Ericka also provided an update of the Kids Place Redesign and the plan to update and rearrange the space into age appropriate zones. They are working with Deanna Dewey of D4 Design and meeting with families for feedback.

Jorie thanked Ericka for her amazing presentation and hoped she could get information like this for next year's meeting with the town council. Jorie also reported that we were able to get some help with the design costs from a dedicated FVGLA fund.

Special Committees:

Personnel Committee – Alex Thomas reported that the committee has decided to divide the Diversity and Inclusion training into 3 cohorts: Trustees, FVGLA and Friends; full time and part time staff; and community forum. The committee discussed the online survey that would be implemented in April. The committee will create an RFP for quotes on conducting a Classification & Compensation Study. The committee discussed the draft Remote Work Policy and decided that it would be best implemented on a case by case basis. They reviewed an annual Employee Performance Evaluation form that Chris hopes to start implementing this Spring.

Capital Planning Committee – Matt Sweeney reported that the replacement of the condensing units is expected to start in May and should have minimal impact on patrons. He thanked Chris and his team for figuring out a cost-effective solution to the water penetration issues in the Children's Room, Community Room and Maintenance Office. The contractor should be on site in May to inject the epoxy foam into the cracks, conduct a flood test and then the walls will be rebuilt. Matt stated that the redesign of the Children's Room will be a huge driver to get families back in the library.

Technology Committee – Henry Gu reported that the committee will be meeting in early May. The focus will be on reviewing the IT policy and discussing public internet filtering. Chris reported that Office 365 will be installed on the public and staff computers and Harry will conduct the staff training in the next 4 to 6 weeks.

Farmington Room - Andy Baron reported that he reviewed 3 years of visitor logs from 2017 to 2019 to see what patrons most requested to view in the Farmington Room. It was mostly H.S. yearbooks and historic homes. Betty Coykendall gave a tour of the Farmington Room on March 23 to members of the committee and they came away with a much better understanding of what the room contains. Harry is editing a video of the tour to be used for new staff and committee members. Members of the committee were able to get a demo of a new scanner. The committee will be working on a strategy for digitizing and will be evaluating if scanning would be done best in-house, by an outside service or a combination of both.

Art Committee – John and Andy joined Shana and Chris in an ad hoc meeting of the committee to discuss reinstating exhibits in the fall. They have proposed eliminating the \$50 application fee and the

20% commission fee. Shana did a survey and found that the revenue was not significant and most of the libraries have eliminated these fees. John and Andy agreed with eliminating the fees. Chris informed the Board that in his experience, the cost of refreshments at receptions is typically the responsibility of the artist. We do not require town permission and the Director would make a request to the Board. The committee will revise the application and send to prospective artists so we can start exhibits in September.

Old Business: Lori stated that some of the IT policies had recently been updated and wanted to make sure that Henry had copies of them. Henry stated that they will be reviewing the IT policy regarding internal security and internet usage, backing up and anti-virus server and internet filtering.

New Business: None

Public comment: None

Adjournment: The ZOOM meeting was adjourned at 8:25 pm. Alex moved and Andy seconded the adjournment.

Next meeting: May 19, 2021 at 7 PM via Zoom

Respectfully Submitted by Lisa Warner, Secretary