

Farmington Libraries since 1901
Library Board Minutes
May 19, 2021

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

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

Approval of Minutes:

The minutes of April 21, 2021 were reviewed and approved. Alex moved and Matt seconded the motion to approve the minutes.

Chair's Report:

Jorie gave a brief report so that we could concentrate on the newly revised re-opening plan and Shana Shea's presentation and also have enough time to go into Executive session. Jorie gave an update on the search for new trustees and advised she would provide a more detailed report at the June meeting.

Director's Report:

Chris presented the revised re-opening plan. Phases 3 and 4 have been modified based on the changing conditions. June 1 will move to the stated hours in the packet and reinstate most of the normal services. There will be unlimited browsing. Curbside pickup will be eliminated unless needed on an individual basis. Quarantining of materials will be stopped. Chris feels comfortable doing this based on the research that has been done by the REALM project. All public restrooms will be reopened. Chris will hire a temporary greeter in the lobby from June 1 to September 15 to help direct patrons as they enter the building. Chris reported that not all of the furniture is going back to the way it was before COVID. It will be spaced out.

Starting July 12, Phase 3.5 will restore operating hours to 94% of normal. The Children's Room will close at 8:00 pm on weekdays and this will be a permanent change.

Phase 4 will start September 11 and normal operating hours will be fully restored.

Most programs will continue to be virtual throughout the summer. The goal is to have indoor in-person programs in full starting October 15. Chris and staff hope to have art exhibits in September and Shana is sending out applications.

The Maker Space will be open on a case by case basis and staff will advertise its availability once it is safe to open it up.

Chris reported that our revised re-opening is in line with what our neighboring libraries are doing.

Chris presented his recommendation regarding masking. The plan is to allow all adults who have been fully vaccinated to not wear a mask while in the adult and teen areas of the Libraries. However, everyone (adults regardless of vaccination status and children) will be required to wear a mask while in the Children's department. Any staff members serving children in that space will also continue to wear a mask, unless they are away from the public.

There was discussion surrounding how to handle children wearing masks in the Children's Department. Lori Yu reported that the AAP recommends that children 2 years and older wear masks. Chris and Jorie both communicated that the intent is to follow Farmington Health District guidelines without putting the burden of enforcing guidelines onto the staff.

The Board unanimously approved the June 1 hours. Members of the Board expressed hope that evening hours can be extended as soon as reasonable. Caroline reminded the Board that part of the issue of extending hours was that there really has been no staffing at the Barney. Jorie hoped that we could consider evening hours at Main even if we cannot extend the evening hours at the Barney.

Chris gave a brief Director's report focused on the Barney Library positions. Chris and staff have conducted 2 rounds of interviews. There are 3 positions and 2 of those have now been filled. Lila Guillet and Noreen Dakin have been hired as part-time Lending Assistants.

Monthly Usage Statistics:

Please refer to Board packet.

Budget:

Chris reported that he will be meeting with Joe Swetcky in early June before the books close so that he can make the necessary pension line adjustments. The Budget remains on track. Chris asked staff to stop ordering materials by the end of May.

Staff Presentation:

Shana Shea gave a presentation on Publicity, Marketing and Web Presence for the Library. Her focus is on promoting the library on the social media platforms of Instagram, Facebook and Twitter. Shana creates the promotional material for library programs and publicizes the department collections. Shana also supports the Friends of the Farmington Library by promoting book sales. She has created an "If you like" series as a fun way to promote the collections.

Shana also supports the current website by creating the sliders, updating announcements and trying to streamline the information that is presented. A developer (Library Market) has been chosen that Shana, Harry and other staff will be working with to redesign the website with an expected launch date of September 2021. As part of the redesign process, patron and staff surveys were sent out and the results will be presented to the Board.

Shana will start the marketing for the Summer Programs on May 24.

Email is used for marketing the monthly programming, sending weekly reminders and providing recommended reading suggestions.

Shana uses various community forums as well- Patch, Explore Farmington and Courant Community. Shana is working with the staff to create a printed newsletter that will be delivered as a town wide mailing.

Special Committees:

Personnel Committee – Alex Thomas referred the Board to the report that was included in the packet.

Capital Planning Committee – Matt Sweeney applauded Chris and team for the work done to address the water penetration issues and working to get the cost in at \$3,000 under the estimate. He reported that Savy & Sons completed the flood test and no water came in.

Technology Committee – Henry Gu reported that Harry has been actively deploying Office 365. The committee is recommending that the Board use Microsoft Teams for meetings and the sharing of documents like the bylaws, minutes and agenda. Jorie and Chris suggested we start using that platform officially in September but stated that Harry could make it available at any time. Training can be made available for any Board members that are interested. The exchange server is being retired and will be moved to the Office 365 cloud-based server. Caroline worked on a grant to purchase 14 access points to make the wireless internet stronger, with better coverage throughout the Main Library. The committee will

be working on Internet usage policies and Henry received clarification that public facing policies will need Board approval.

Farmington Room - No report.

Art Committee – No report.

Old Business: None

New Business: Lisa made a request on behalf of the Friends to serve alcohol at their June meeting. The Board unanimously approved. Jorie and Lisa asked Caroline to gather funding requests so that the Friends could vote on them at their June meeting.

Public comment: None

Adjournment: The Board moved into Executive Session at 8:30 p.m. The Zoom meeting ended at 8:57 p.m.

Next meeting: June, 2021 at 6:00 p.m. for Executive Session and then full meeting to start at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary