

Farmington Libraries since 1901
Library Board Minutes
January 15, 2020

Attendees: Lori Yu, Jorie Andrews, Andy Baron, JoAnn Cephas, Caroline Ford, Jadwiga Gocłowski, Brenda Gurski, Laura Horn, Matthew Sweeney, John Teahan, Lisa Warner

Absent: Edward Giannaros, Ram Gopalan, Gary Palumbo

Quorum: A quorum was determined and the meeting was convened at 7:05 PM by Lori.

Approval of Minutes:

The minutes of December 18, 2019 were reviewed and approved. Andy moved and Lisa seconded the approval.

Chair's Report:

Lori thanked everyone for promptly responding to the online executive evaluation request. She informed the Board that we will have a library tour just before the next meeting in February. The tour will start at 6:45 pm. Andy suggested that a Farmington Rm tour be done at the March meeting. All agreed that it would be informative and helpful to have such tours.

Metrics and Long-Range Plan Highlights:

Metrics are trending consistently. EBook utilization continues to increase. Laura informed the Board that Hoopla utilization is increasing as it has multi-access feature but there is a cost for its use.

Caroline highlighted the recent Long-Term Plan accomplishments and referenced the written report found in the Board's packet. A Farmington 10th grader won 2nd place in the Star Wars Trivia Contest. Over 1000 patrons walked through the library door on the day of the contest.

Director's Report:

Laura updated the Board on the game collection at the Library. The games are targeted for children, teens and adult users. Caroline added that the Barney also has a puzzle swap service and an ongoing puzzle table set up.

Caroline has identified that the Library does not have an ongoing HVAC maintenance contract in place. Laura will be following up on this with our current vendor as it is believed that preventive maintenance is important to the Library. It is estimated that such a contract would cost about \$9,000 and provide preventive maintenance, reduced repair rates and priority service when needed.

A phishing incident occurred at the Library that resulted in the unnecessary purchase of \$1,000 worth of gift cards. The hack in the form of a fake email from Laura to staff requested that such a purchase be made. Another fake email requested cell phone numbers from staff on behalf of Laura. The gift cards were refunded and staff has been informed to be more alert to such scams. More training will be provided to staff to better authenticate email requests from a superordinate.

Laura announced that Sarah is leaving her position as Information Services Director and moving out of state. Caroline's position as Assistant Director will now include managing the Information & Teen Services Department. A part-time person to work with Monique will be hired. A full-time and part-time facilities staff will be hired to improve the maintenance functions at the Library. A temp will be utilized to cover the vacation schedule of the facilities staff. This arrangement will be more expensive than the current maintenance contract, but it will assure more consistent and reliable services to the Library.

Budget:

Spending is on target. Laura met with the town manager's office regarding the proposed FY21 budget.

Special projects:

Teen Space Update: Furniture is in and painting is completed. The space looks great and much positive feedback has been received.

Strategic Framework: No updates today.

Special Committees:

Farmington Room - A draft Deaccession Policy was distributed for the Board to review and discuss at our February meeting.

Facilities Management - See Director's Report above.

Policy Committee - The Library Finance Committee drafted a Purchasing Policy for the Library. It was included in the Board's packet and will be a new policy for the Library. After a brief discussion Lori asked that Andy and Matthew consider suggested changes and submit a revised draft for the Board to review.

Old Business: Laura distributed an update on her first-year goals, and her proposed 2020 goals to be addressed in future meetings.

New Business: None today

Friends: Lisa informed the Board of the February book sale and requested volunteers as well as packing boxes for the Friends.

Public comment: None

Meeting was adjourned to an Executive Session at 8:05 pm. Jorie moved and Andy seconded the adjournment.

Next meeting = February 19, 2020.

Respectfully Submitted by Jadwiga, Secretary