

Farmington Libraries since 1901
Library Board Minutes
January 19, 2022

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

Quorum: A quorum was determined. The Zoom meeting was called to order at 7:05 pm.

Approval of Minutes:

The minutes of December 15, 2021 were reviewed. A motion to approve as written was made by Alex and seconded by Norma.

Chair's Report:

Jorie started the meeting by facilitating introductions between the Board and the new town liaison Keith Vibert and providing him with a recap of the major initiatives the Board has undertaken including the formation of five active committees.

Jorie reported that she and Chris met with the FVGLA and they presented the draft of the FY2023 Budget that will be reviewed with the Board tonight. The proposed Budget will then be presented to the town council at a later date. Jorie also provided an overview of the reports to be presented to the Board tonight.

Director's Report:

Chris presented the expense assumptions he used in developing the FY2023 Budget: COLA increase of 2.75% for all staff, Barney Branch Manager to be hired in early March, and 16 additional man-hours per week in the Facilities Department as of 1/31/22. The revenue projection includes the approved FVGLA distribution and a one-time new member grant from the Library Connection, Inc. There is a decrease in Gifts & Other Revenues due to the elimination of overdue fines effective January 2023.

Chris reported that the annual audit found 4 deficiencies that are outlined in the packet. These are minor and are being addressed.

Chris stated that the final summary report from KardasLarson was included in the Board packet. Jorie and Chris asked that the Board bring any questions or concerns to them or to the next Board meeting when Jerry and Nick will be in attendance.

Chris provided an update on the two open positions – Barney Branch Manager and Adult Programming Coordinator.

Chris reported that they have decided to reduce capacity in the meeting and study rooms due to the COVID surge. They have reinstated the mask policy and have moved programming to remote only.

Monthly Usage Statistics:

Caroline reviewed the monthly usage statistics provided in the Board packet. Lending, reference and door counts for December are moving close to historical numbers. Chris noted that it was hard to quantify the amount of time spent serving customers during COVID using the regular usage statistics.

Proposed FY2023 Budget:

Please see report in Board packet. Chris reported that expenses are at 59% compared to a target of 54%.

Special Committees:

Personnel Committee – Alex reported that the Personnel Committee and Capital Planning Committee met jointly to consider 3 recommendations for facilities staffing increases. Alex explained that the recommendations stem from a KardasLarson interview with Greg and concerns about the impending Farmington High School construction. The joint committee agreed to recommend to the Board that Greg's hours be increased to 40 hours per week and Steve's to 30 hours per week.

Capital Planning Committee – Matt reported that there were some issues with the HVAC system at the Main Library due to the extreme cold. Greg also identified a heating deficiency in one of the offices and will be working with Link Mechanical to address that issue. Matt reported that Eversource refused to waive their \$3500 fee to shut off the power while the conduits are being waterproofed. Chris added that Eversource encouraged him to apply for one of their grants that are available to non-profits. Chris also reported that Jack Delaney, a Farmington resident with years of engineering experience, has joined the committee.

Technology Committee – Henry presented the technology plan and congratulated Harry and Caroline on all of their hard work. Henry explained that the plan details the technology goals for the next 3 years in 2 main categories: hardware, software and equipment and support and service for patrons and staff. Henry pointed out the following initiatives: joining the LCI Consortium and associated migration and training; WiFi access at the Main Library; purchasing laptops for the kiosk; updating the wireless printing system; reinvigorating patron computer training; Makers Faire planned for November. Henry requested that the Board review the plan and provide the committee with their feedback.

Farmington Room – Andy reported that more than 2,154 objects have been uploaded to CTDA by Melissa Graham and her volunteer. They will also be uploading the Biblioboard material and once everything is moved over, we can eliminate the licensing fee. This should result in a savings of \$3,000 per year to the Library. Caroline gave a very informative demonstration of CTDA to the Board.

Art Committee – No report.

Old Business:

We will postpone a social gathering for the Board until the COVID surge has subsided. Chris is hoping to have some art exhibits and thought it might be nice to have the gathering at the Hoppin Gallery.

Chris would like the Board to formally approve a Public Comment Policy at the February meeting. Information will be provided in the Board packet. Alex stated that the Avon Library had received a written challenge to the same book that was verbally challenged with us. Chris will reach out to the Director of the Avon Library to see if their experience can provide some guidance to us.

New Business: None

Public comment: None

Adjournment: The meeting adjourned at 8:38 p.m. with a motion made by Andy and seconded by Matt.

Next meeting: February 16, 2022 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary