

**Farmington Libraries since 1901**  
**Library Board Minutes**  
**November 16, 2022**

**Attendees:** Lisa Warner, Terry Roberts, Norma Hartley, JoAnn Cephas, John Teahan, Maureen Bittner, Henry Gu, Dana Pescatello, Ida Franklin, Kate Martorelli, Andy Baron (via video), Keith Vibert (via video)

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

**Approval of Minutes:**

The minutes of October 19, 2022 were reviewed. A motion to approve as written was made by Ida and seconded by Maureen and unanimously approved.

**Chair's Report:**

Terry announced that Alex Thomas has resigned from the Board.

Terry reported that she has reached out to several people regarding an Interim Director. The state library does not have anyone in Connecticut that they can recommend. Richard Conroy will reach out to his contacts. Jay Johnston compiled a list of qualities for an Executive Director. Terry has been working at the library 2 to 3 days a week and is happy to continue doing that and reports that morale seems to be picking up. If she continues as Interim Director, Terry would like to focus on updating the Personnel and Operating policies and she would like the Strategic Planning Committee to work with the staff to create a set of staff specific goals to get us through June. In addition, she would need to work with the staff to create the 2023-2024 Budget. The Board was comfortable with Terry continuing as Interim Director.

Terry reported on the meetings that were held with the two recruiting firms – Bradbury Miller Associates and Cummings Consulting, LLC. There were two follow up items. Terry will Contact Bradbury Miller for a list of their Connecticut references and she will ask Cummings Consulting to meet with the Board.

Terry reported that the LCI conversion went well. This is a 3-year commitment. Terry received clarification from Laura Horne regarding the grant. Between January and June, we can send copies of paid invoices for qualified items and be reimbursed up to \$20,000. There will be a new assessment on July 1. The total of the new assessment will be 42,480: Half of this amount will be used for goods as above and the remainder we will pay in January.

The Board discussed the Connie Mason bequest. Dana made a motion that the \$50,000 be placed in an investment fund and Norma seconded. The Board unanimously approved the motion.

**Budget:**

Terry highlighted the following:

- The building repair line will be reduced by \$63,000 for the painting of the Barney.
- The items budgeted in the materials line item will be used for the LCI reimbursement.
- Sunday hours for January through March are estimated at \$13,000. Staff has reported that there are not many visitors on Sundays when there is no program. Terry will request the actual statistics and will suggest that staff plan some programs.
- The Board will need to vote on the budget in January because the budget will need to go to the FVGLA Finance committee prior to being presented to the town.

**Special Committees:**

*Personnel Committee* – JoAnn reported that the committee had been evaluating if we should pursue the Assistant Director position. They learned that Avon and Simsbury no longer have an A.D. position and most of our department heads felt comfortable without having one.

JoAnn made a motion that we table the hiring of an Assistant Director until the new Executive Director is in place. This was seconded by Maureen and approved by the Board.

JoAnn stated that the committee will be reviewing the Personnel policy including a policy for outside complaints. She also reported that the committee will need a new chair.

*Building Committee* – Terry presented a preliminary capital plan that she and Greg created. Greg is working on estimates for each of the projects. Greg is also creating a list of current projects. Terry reported that the Barney doors can be repaired instead of being replaced and the estimated cost is \$2,000.

*Technology Committee* – Henry reported that he has reviewed the ongoing projects with Terry and some changes were made. The security camera viewing policy is now being reviewed by Pat Scully. The Barney will remain with wi-fi instead of a wired connection. The open wi-fi project in the main library has been killed. The sorting machine project is on hold.

The door alarms are no longer connected directly to the police. Greg will be the contact. All new fobs have been distributed to the staff and a master list will be created of who was given a new fob.

*Farmington Room* – Andy reported that he received the report from the traveling archivist. The committee will review the report at their next meeting. The goal is to use the report as the basis for the plan for the Farmington Room going forward.

*Art Committee* – Norma reported that the committee met in October. They discussed asking for a suggested 20% donation of sales from the exhibiting artists. The committee will be getting an estimate for the cleaning and repair of the paintings in the Library's collection. Norma reported that she was informed that one of the artists has withdrawn their display because of the panels that the art is hung on in the Barney Library. The committee will evaluate potentially replacing those panels. The display case project for the Main Library is on hold.

*Strategic Planning Committee* – Dana reported that she, Terry and Maureen discussed the importance of putting together a short-term plan with specific goals for staff so that it can serve as a framework for the new Executive Director and also provide a basis for staff evaluations. They hope to have a draft to present to the Board next month.

**Old Business:**

None

**New Business:**

The Board will provide a donation to the staff as a holiday thank you. Lisa reported that the Friends have made a similar donation in the past and will bring the idea to the working group at their next meeting.

**Public comment:** None

**Adjournment:** The Board moved into Executive Session and then came back into regular session to vote on the following:

Motion made by Maureen and seconded by John to increase the salary of a department head to bring it in line with other department heads. Board approved the motion unanimously.

Motion made by JoAnn and seconded by Kate to increase part-time wage to \$17 per hour and high school wage to \$15 per hour. Board approved the motion unanimously.

Motion made by Dana and seconded by Henry to promote Melissa Graham to Director of Adult Information Services. Board approved the motion unanimously.

Meeting was adjourned at 9:08 upon motion made by Kate.

**Next meeting: December 14, 2022 at 7:00 p.m.**

Respectfully Submitted by Lisa Warner, Secretary