

Farmington Libraries since 1901
Library Board Minutes
December 14, 2022

Attendees: Lisa Warner, Terry Roberts, Norma Hartley, John Teahan, Henry Gu, Kate Martorelli, Andy Baron

Quorum: A quorum was determined. The meeting was called to order at 7:06 pm.

Approval of Minutes:

The minutes of November 16, 2022 were reviewed. A motion to approve as written was made by Andy and seconded by Henry and unanimously approved.

Director Search Update:

Leslie Cummings accepted Terry's offer of engagement for the Executive Director search. Norma made a motion to allow Terry to sign the contract with Leslie as presented to the Board. Andy seconded the motion and it was unanimously approved.

Terry met with Leslie on Monday of this week and in that conversation, Leslie suggested that we create a 5-person committee. She expected the committee meetings to be a combination of in-person meetings and electronic document review, approximately 5 hours per week.

The Board agreed with a 5-person committee to be made up of 2 members from the community, 2 Board members and 1 Library staff member. Dana Pescatello has expressed an interest in serving on the committee and Terry will be the other Board member. Terry requested that Board members send her additional recommendations for the committee.

Terry will work with the personnel committee to update the Executive Director job description.

The Board felt that monthly updates at the Board meeting would be adequate.

The FVGLA will fund the search firm contract cost if the library is unable to cover using operational funds..

Interim Director's Report:

Terry reported that Melissa's promotion created other necessary changes. Brianna moved to full-time at the Information Desk. Her old job was changed to a 19 hours/week job and Melissa will evaluate if this needs to be filled. Terry will check with Melissa to see if she will be able to continue as the Library contact for the Farmington Room.

The Maker Fare is the last Sunday in March. The cost will be covered by funds in the Library Innovation restricted account. A request to use temporarily restricted funds was taken to the FVGLA Finance Committee and was approved.

Greg and Terry reviewed the estimate from Bemis Electrical Company related to the water leakage issue. If necessary, they will look into state library construction grants to help with the cost. Terry would like to find a volunteer with a facilities or engineering background to serve on the Building Committee.

Terry asked the staff to create programming for the Sunday. They created 2 programs twice a month through March which the Friends Committee agreed to fund.

Terry reported that the Friends Committee had advised her that they will not be able to provide the \$6,000 for the FY 22-23 operating fund as they had been able to do in previous years. This was due to lower fundraising income. Terry also advised the Board that she will not be including this amount in the FY23-24 budget that she is working on currently.

Budget:

Terry reported that she is waiting for numbers from Joe Swetcky and she meets with the FVGLA Finance Committee on January 23, 2023 to present the 2023-24 budget for approval.

Special Committees:

Personnel Committee – Kate stated that there was no update to report. Terry added that the management team has reviewed the personnel policies and Monique is compiling their feedback.

Building Committee – See update on Bemis proposal in the Interim Director's Report above.

Technology Committee – Henry provided an update on the wireless project between the Barney and Noah Wallace. They have all of the necessary equipment and are hoping that the contractor will be able to install it when the school building is empty for the holiday break.

Henry presented the Board with an updated Technology Plan. He advised that the committee and staff have completed 70% to 80% of the plan. Henry presented some highlights and also advised that he would like to see the community computer classes and teen mentor programs restarted.

Terry presented the final draft of the security camera policy and the Board provided some comments. Kate suggested that we ask Matt Ross at Farmington High School to review it as well.

Farmington Room – Andy reported that the committee will meet in January to start to work on a high-level plan for moving forward.

Art Committee – Norma reported that she, Heidi and Ida met with 2 gentlemen that have worked with Tom Yost for years. The 2 gentlemen looked at every oil painting in the Main and Barney libraries. They provided a report on each painting that included an evaluation of the current state of the painting and recommendations for future care/restoration along with an estimated cost. The estimates ranged from \$600 to \$3,000 for each painting with a total of \$15,000 to \$20,000. Terry requested that the committee prioritize the list so that she can plan for the costs in the budget. Andy asked that we compare the appraisal to the estimated conservation costs and suggested that the appraisal value could be used as a basis for priority. Terry will provide information on the CT Restoration Society to Norma to see if there are any grants available.

Strategic Planning Committee – Dana was not present at the meeting and there was no update.

Old Business:

Terry reported that an amendment needs to be made to the by-laws related to a cap on monies that the Executive Director can approve without Board approval. Terry will send suggest language to the Board.

Andy also suggested that the by-laws be amended to reflect any reference to a Vice Chair of the Board. Terry will review the current language.

New Business: None

Public comment: None

Adjournment:

Meeting was adjourned at 8:33 upon motion made by Andy and seconded by Kate.

Next meeting: January 18, 2023 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary