

Farmington Libraries since 1901
Library Board Minutes
April 19, 2023

Attendees: Terry Roberts, JoAnn Cephas, Henry Gu, Linda Chapron, Maureen Bittner, Andy Baron, John Teahan, Kate Martorelli, Gary Ontko, Dana Pescatello, Norma Hartley

Guest: Leslie Cummings, Cummings Consulting

Quorum: A quorum was determined. The meeting was called to order at 7:03 pm.

Public Comment Period: None

Approval of Minutes: The minutes of March 15, 2023, were reviewed. Dana/Linda moved acceptance, unanimously approved.

Search Committee: Leslie Cummings provided an overview of the work of the Search Committee: process, current status, and next steps. There were questions from the members regarding the candidate pool, role of staff, salary range and other good inquiries. Thank you to Leslie for her excellent work and for a thorough presentation.

Interim Director's Report:

Budget and Capital Plan update: Terry reviewed anticipated expenditures through the end of the year. Staff will be completing purchases so that all invoices are in by the end of the fiscal year. There are several tech items that the Tech Committee is working on which will be presented to the Board for approval as they exceed the \$5,000 limit for the Director's authority. It was noted that we were able to cover the unemployment charge of approximately \$15,000 with operating funds due to good planning by staff. The Capital Plan was amended to include the second phase of the children's department renovation next year as the funds are not available this year.

The CT Association of Friends of the Libraries is seeking awards for outstanding work by local Friends organizations. Terry asked that the Board approve the nomination of our Friends group for their outreach to many charity groups throughout the community, state and other countries. Maureen/Norma moved to proceed, unanimously approved. Terry will send a letter of nomination tomorrow.

There are two new potential Board members, Anna Wilby and Gabriella Henry. They will attend a board meeting in the future. There were 2 responses from the flyer/monitor ad for board members. We still need members and, specifically we need to recruit for some male members.

The Management Team has made an adjustment to the Museum Pass process. Of the 13-14 passes, 10 of them will be "print from home" and the others will be "first come, first served" at the library. So far this seems to be working well. If there are issues, Terry will report back to the Board at a future meeting.

Terry announced that the advertisement for Bids for the water penetration project was in the Courant on Saturday. She shared the timeline for the next steps, beginning with a mandatory walk through on Monday, March 24 through completion of the project by August 18. Gary volunteered to represent the Board at the Bid opening and the selection meetings. The recommended contractor will be presented to the Board at the May meeting for approval.

The Family Medical Leave Policy was distributed in the Board Packet for the inclusion of language to cover staff with conditions that are recurring. The labor attorney reviewed our policy and added one line. Henry noted that we have not included in our original policy that an individual may have 2 additional weeks of leave associated with a medical condition during pregnancy. Terry will investigate this and submit the policy again for review and approval at the next meeting.

Committee Reports:

Personnel Committee: JoAnn and Kate asked for input regarding the draft Director's Evaluation. JoAnn explained the changes the committee is suggesting, including dropping the individual staff evaluation form and replacing it with the Chair's meeting with staff during the year. In addition, the self-evaluation by the Director has been dropped to be addressed using goals and objectives for the year. A timeline for each step is included. Maureen/Gary moved to accept the process, unanimously approved. Members are asked to review the evaluation format material, so the descriptions are understood by everyone. Comments should be sent to JoAnn and Kate and the forms will be on the agenda for the May meeting.

Technology Committee: Henry reported that the Committee met yesterday and, as a result, the 4 new policies were not shared with the Board in time for discussion. They will be emailed to members for review and comment by April 28 and the policies will be on the May agenda for approval. Further, Henry shared the committee work on selection and recommendations for self-check in equipment and upgrade to the Children's program room and the 2 board rooms. Estimates are being gathered and the committee will prioritize what can be done this year and what needs to be carried forward to next fiscal year. The expenditures will be submitted to the Board for approval at the next meeting as the costs exceed the purchasing policy limits for the Director. Henry also noted that the library has renewed the contract for copiers with Canon.

Art Committee: Norma reported that one painting has been sent for restoration. In order to cover the expense of others, the Committee has been working on ideas for fundraising with FVGLA. Several options have been presented but the Committee is still working on their recommendation. She also reports that the display screen for the lobby has not yet been implemented although the craftsman has been visited and photographed. Terry will pursue the timeline for completion. A lively discussion ensued regarding replacing a painting at the Barney with one from the Main which had originally been in the Children's Room at Barney. It has been understood that an unknown patron

had objected to moving the current painting, so no action has been taken. No one seemed to know who this patron is, and the Board questioned a patron's ability to dictate this action as the painting was given to the library. Terry will investigate our authority to move forward and present information to the Board. We may need to include some language in the Art Policy to cover this situation. Action will proceed either prior to or at the next meeting. Lastly, Norma noted that there is not a specific staff member assigned to attend to the artwork at the libraries.

Interim Goals: By error, the updated Interim Goals were not sent to the members. Terry will email them for a quarterly review.

Old Business: None

New Business:

Terry had been asked to review the start time for our meetings. It was the consensus of the members that we should continue at 7:00 pm.

The Library has purchased an institution membership to the Association of CT Library Boards.

Actionable Items:

Family Medical Leave amendment—Carry forward to May agenda

Director's Evaluation—Process approved 4/19/23; Form carried forward to May agenda

Tech policies—Carry forward to May agenda

Adjournment: Linda/Gary moved to adjourn and unanimously approved at 9:05.