

Farmington Libraries since 1901

Library Board Minutes

June 21, 2023

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

Guests: Lyman Louis, Rich Olivastro, Celia Bouza, Alan Sherman

Quorum: A quorum was determined. The meeting was called to order at 7:00 p.m.

Public Comment: None

Terry opened the meeting by thanking our retiring members for their many years of service: Andy Baron, JoAnn Cephas, and John Tehan. Unfortunately, John was unable to attend so we offer our thanks through these minutes.

Several of the candidates for Library Board membership were in attendance: Celia Bouza, Rich Olivastro, and Alan Serman. Each spoke of their background and relationship to the library.

All the candidates will be presented at the FVGLA Annual Meeting on June 28 to be voted as Trustees and members of the Library Board. Venitha Patil (term 2027) and Gary Ontko (term 2026) were previously endorsed by the Executive Committee: Celia, Rich, Alan, and Patricia Garcia will be nominated for terms ending in 2027.

Approval of the Minutes: Two changes were pointed out: Lyman Louis last name was spelled incorrectly (Louie). Linda Chapron corrected the name of the group from whom the Friends received an award: Friend of Connecticut Libraries and the award was given on June 10. With the corrections, Gary/Norma moved, unanimous approval.

Interim Director's Report:

Terry shared that Jocelyn's contract had been signed. There were two addendums relating to transition time with Harvard and future consulting. Both items have limits and/or the need for Board approval.

The R & C contract for the water penetration project has not been signed as there was information missing on the timing and charges for Eversource. Bob Angelillo, R & C, met with Eversource on June 21. He reports that Eversource is setting dates 4 weeks out currently. He was encouraged to put in the request immediately. After the date, R & C will start work approximately 1 week prior to that date, Eversource will need 3 days to set up, allow R & C to do their work, and then to close. The library would need to be closed for those 3 days. We have not made any decision regarding staff responsibility for those days. The estimated cost of this is \$21,000. This is still within our funded

limit and less than the second lowest bidder. The addendum to the contract will reflect this additional cost over the bid. Hopefully we can sign the contract in the next few days.

Terry distributed an updated budget sheet and discussed the end of the year status. It appears that we will have enough of the town grant remaining to request a carryover to cover the unemployment claim we have outstanding (\$17,000) plus some that can be used for the water penetration project. The interesting aspect is that we have not used the allocation from FVGLA (\$209,000). There are two ways to approach this: we leave the money in the endowment to accumulate more interest OR we request that the money be held in a separate account for use by the library for future needs. Discussion followed, including what we would/could use the money for and that the new Director may have some projects she would like to implement. Terry will discuss this with Mike Schloss, President of FVGLA, and Steve Tillona, Treasurer FVGLA, to see if we can accomplish this. In addition, since we do not need the \$50,000 restricted bequest from Connie Mason, she will ask that that we set up as a special fund which could be used in the future.

The Capital Plan was updated to show those items which are covered from this year's plan.

Several policies were included in the packet. We discussed the Equity, Diversity, and Inclusion statement. Terry was asked to add references to the bottom and to correct the language of Board of Trustees/Library Board. Maureen/Gary moved to approve with this addition and correction, unanimous approval. The policies on Administration Office and Facilities Management were felt to not really be policies but should be incorporated into the General Operating Protocols. Terry will make this change. Members were asked if they have Library Board Manuals: most do have one but feel it has too much superfluous information included. Dana and Terry met to review what is needed, and Terry will work on the contents of a new manual before September. New Trustees would be invited to a orientation and information meeting with the new material. Note: no vote was taken on the Volunteer Policy, an oversight. Voting will be requested with additional policies via email.

Committee Reports:

Art Committee: Norma reported that the committee has made a request for funding in the new budget for 2 pictures to be restored. Margaret Heiner, a non-Trustee member of the committee, is investigating alternate display case contractors. No fund-raising approach has been decided for more funds for additional restorations. Several members made suggestions to Norma for consideration.

Technology Committee: Henry reported that the Tech Committee did not meet as their major items were being implemented: 6 computers, self-check in replacement machinery, and firewall. They will resume in September to work on the next items such as the projection equipment in the meeting rooms.

Farmington Room Committee: Andy reported that the shelving has not yet arrived but is in the queue. He also discussed the display case which might be used for both the Art Committee and the Farmington Room Committee needs. This has not yet been decided but will be followed up. The large books at the Barney have been properly shelved, thanks to Andy and John. They remain there for the time being. Andy noted that there will need to be a new Chair of the Farmington Room Committee as he is leaving the Board.

Personnel Committee: JoAnn reported that the committee is meeting next week to continue work on the Director's Evaluation. This will be sent to members for review upon completion.

Interim Priorities: Dana reviewed the updated priorities included in the packet. As this is the end of the year report, new goals will need to be set. This is important as an adjunct to the goals that Jocelyn will have during her probationary period.

Old Business: None

New Business:

Election of Officers: Terry placed in nomination the following slate:

President—Dana Pescatello

Vice President—Alan Sherman (1 year with no succession)

Secretary—Henry Gu

Maureen/JoAnn moved to accept the slate as presented, unanimously approved. Congratulations to our new officers.

Terry suggested that the Board consider a "Meet and Greet" event in September to introduce Jocelyn to the general public. Linda, Dana, Norma, Maureen and Celia volunteered to serve on a committee for this.

Members were reminded of the FVGLA Annual Meeting at 6:30 on June 28 in the Jay Johnston Community Room.

Actionable Items:

EDI Statement-Approved June 21, 2023

Volunteer Policy: see note

Adjournment: Dana /Gary moved for adjournment, unanimously approved. Adjourned at 8:40 p.m.

Following the meeting, the Board presented Terry with a lovely orchid plant, a gift certificate, and a Farmington hat in appreciation of the work she has done as Interim Board Chair and Interim Director.