

Farmington Libraries since 1901
Library Board Minutes
June 17, 2020

Attendees: Lori Yu, Jorie Andrews, Andy Baron, JoAnn Cephas, Richard Conroy, Caroline Ford, Jadwiga Goclowski, Ram Gopalan, Brenda and Michael Gurski, Matthew Sweeney, Lisa Warner

Absent: Gary Palumbo, John Teahan

Quorum: A quorum was determined. The ZOOM meeting was called to order at 7:01 PM by Lori.

Approval of Minutes:

The minutes of May 20, 2020 were reviewed and approved. Andy moved and Lisa seconded the approval.

Chair's Report:

Lori thanked Richard, Caroline and the library staff for doing a great job during these past months. She cannot imagine how the Library could have managed without them. She announced that Alice Thomas will be joining the Board along with Maureen Bittner in September. She thanked the Board for making her term possible. Her two year term has come to an end and she is leaving the Chair position in Jorie's able hands. Lori thanked everyone for their support and friendship throughout her tenure.

Lori announced that Jadwiga has completed her two year service as Board Secretary and wants to step down. Lori thanked Jadwiga for her good work and requested volunteers for the Secretary position. Please email Lori and Jorie with your interest.

Jorie added that the Vice Chair position is still vacant and requested a volunteer to serve in that role. Matthew volunteered to serve as the Vice Chair. Thank you Mathew for your service.

Lori informed the Board that Richard's last day as the Interim Library Director will be July 2, 2020. He has done an outstanding job. Thank you Richard for your excellence. Chris Lindquist will begin his Library Director position on July 7, 2020. He has requested a contract rather than a letter of agreement. We are most excited to welcome Chris to head our Library. A small reception will be held as a sendoff to Richard and a welcome to Chris in June.

Lori updated the Board on the remediation of the pavers in front of the main library. Mike Gurski is working with Comer, the contactor to identify an acceptable resolution. More to come in the future.

Metrics and Long-Range Plan Highlights:

Metrics are trending as expected and based on the shutdown. It was noted that the eBooks statistic rose over the month as expected and the other categories have decreased due to library closure. Patrons may email the library their questions regarding issues with electronic services provided by the Library and virtual activities continue to be posted on the Library website.

Director's Report:

Richard thanked Caroline and the rest of the staff for their amazing work during his tenure. Caroline has been a real warrior for the Library on so many fronts and he cannot imagine the Library functioning without her. Richard is putting together a summary of activities, especially the building repair and personnel issues that have been

identified during his tenure as part of the orientation process for Chris. Richard will come back for a couple of days to help with the transition.

Ricard updated the Board on Leah's position. It has been divided into two separate functions: IT/webmaster and Marketing/Publicity. Marketing/Publicity will be a new full time position. The IT functions will be assumed by Harry by expanding his position to full time.

Richard reminded the Board of the opening of the Library next Monday and the flyer that has been distributed outlining the process and workflow for the patrons. Richard will be circulating in the Lobby for the first few days to assist with the reopening. Lori asked about the lack of access to the restrooms for library patrons. Richard responded that it should not be an issue since the public health code requires restroom availability only if food is served. There will be no food in the library.

Richard presented the policy for "Virtual Media" use. Lori called for a vote to accept the policy and the motion passed. Ram made the motion and Lisa seconded to accept the policy as presented. Lori requested that the Library policies be posted on the Library website. Caroline will follow up to have them posted and be accessible to staff and patrons alike.

Staff raises will follow the Town's action.

Jorie thanked Richard and Lori for all they have done during their tenures. She gave a special recognition for Caroline and the staff and hoped that many Board Members will be able to participate in the farewell and welcome event.

Budget and Metrics:

Caroline reviewed the metrics which have been trending as expected during the closure. Additionally she reported that 40 new library cards have been issued, 17 general emails had been issued with over 10K recipients opening those emails. Forty eight new Hoopla users came on board. Overdrive, Ancestry, Acorn TV and all other virtual programs showed increase in user volume. The curbside pickup worked well and patrons expressed much appreciation for the service.

Richard had reached out to the Town Finance Director re the potential carry over of Library dollars. Given the impact of COVID on the town budget there is no guarantee that those funds will be available to the Library. However, the approved budget for the new fiscal year was still available to the Library. If the carryover is not approved there will be a significant impact on the maintenance repairs, etc. Any incurred expenses must be closely monitored in light of the Town's action re the carryover funds. There is about \$609K of potential carry over so far. It was hoped that about \$300K would be used for the maintenance repairs and painting projects. The carryover funds would come from the following budget line items: payroll = \$220K, \$20K = social security, \$30K = materials, and \$30K = utilities.

The Board voted to approve using these carryover dollars to be used for repair and painting projects if the carryover funds are approved by the town. Jorie moved and Lisa seconded the approval of using such funds.

Special projects:

The building repair list is getting longer. It has become clear that more expertise is needed on the building maintenance committee. Please send suggestions to Lori and Jorie. Also a minimum of three bids should be gotten for each project. A streamlined version of the bid process that the town uses can be used to obtain such bids. Lori and the building maintenance committee members will compile a building maintenance plan during this summer so the Board will have a more concrete record of needed work going forward.

To date it is estimated that the following specific projects need to be addressed: Air handling units = \$100K, soffits and exterior = \$70K, boiler replacement in Main building = \$100K, Carpeting at Barney = \$30K, window sills and lead paint at Barney = \$25K for a total of \$325K.

In addition the LED lighting project is estimated to cost about \$105K for approximately 1060 light fixtures. The lighting project would eventually save electricity spending going forward. Jorie moved and Ram seconded the proposed expenditures for the LED project pending the status of the carryover funds.

The Board also voted to proceed on the Barney painting project estimated at \$25K-\$30K. Jadwiga moved and Andy seconded the approval to spend up to \$30K for the Barney painting project.

Lori will keep the Board updated on these projects and on our progress to remediate them over the summer.

Lori will email Board re the celebration of Richard and Chris as well as any other business to be addressed.

Special Committees:

Farmington Room - No update today.

Facilities Management - See above.

Search Committee - See above

Old Business: None

Friends: None

Public comment: None

Adjournment:

The ZOOM meeting was adjourned at 8:47pm. Lisa moved and Jadwiga seconded the adjournment.

Next meeting = September 16, 2020 at 7 PM

Respectfully Submitted by Jadwiga, Secretary