

Farmington Libraries since 1901
Library Board Minutes
October 21, 2020

Attendees: Jorie Andrews, Andy Baron, Maureen Bittner, JoAnn Cephas, Chris Lindquist, John Teahan, Alex Thomas, Lori Yu

Absent: Jadwiga Gocłowski, Matthew Sweeney, Lisa Warner and Caroline Ford

Guests - (from the community): Ann Fitzgerald, Jeanette Varhal

Quorum: A quorum was determined. The ZOOM meeting was called to order at 7:05 PM by Jorie.

Approval of Minutes:

The September minutes will be reviewed at the November meeting.

Chair's Report:

Jorie asked for a volunteer to take minutes in Lisa's absence. JoAnn volunteered.

Jorie reported that the Personnel Committee, Capital Planning Committee and Farmington Room Committee had their first meetings. Ram Gopalan is resigning from the board and as a result, the Technology Committee is in need of a new chair. We also need a board member to head the Art Committee. Jorie said that most of the work of the Art Committee had been completed last year and does not expect much is left to be done. The focus would be to determine if any of the more valuable paintings need any maintenance. Andy said the William Hoppin sketches in the archive room need reframing and they could be displayed at the Barney in or outside the Hoppin Gallery.

Jorie asked for recommendations for new Board members to fill Ram's seat and for members to join the Tech Committee. John Teahan expressed interest in joining the Technology Committee as a member.

Jorie reported that she gave a presentation to the FVGLA on behalf of the Libraries with input from Chris. She summarized the recruiting and hiring process for the new Director and thanked the staff for their work during covid. She asked Chris to report on the Libraries priorities and the facility work that is underway. Jorie reported it was a great meeting that summarized activities done during the time of covid.

Director's Report:

Chris reported on services by appointment added since September 21: adult browsing, children's browsing, study rooms, teen study stations. An updated reopening plan will be reviewed with the Board at the November meeting. A computer station for quick checks will be added to the lobby of the Barney. In January the plan is to add passport and notary services by appointment. Continuing to monitor the covid public health metrics and continuing to be cautious. Hoping to add Saturday hours at the main library in the new year. Will consider Sunday hours after Saturday hours are initiated. Seeing good attendance at adult and children virtual events.

Personnel:

Shana Shea hired for the Publicity/Marketing/Web position which will handle all communications, website redesign. To be determined if Shana will handle the redesign or there may be a need to bring in outside services. Andy asked to have the board be included in the website design initiative. Jorie agreed and asked Chris to introduce Shana to Andy.

Mary Lynne Boisvert, part-time Lending Services Assistant was hired.

Due to lack of qualified applicants the part-time maintenance position will be re-posted in February-March timeframe. The library will continue the services of the temporary facilities employee until the position can be filled.

Chris acknowledged the quality of the library staff is first rate.

Facilities: Chris reported on a long list of facilities issues that are being addressed. Chris acknowledged the yeoman's work that Greg has been doing dealing with the various facility issues that crop up. A very detailed summary is part of the Director's report in the Board packet. At the meeting he highlighted two specific issues.

- 1) Water is entering the basement of the Barney due to heavy rains. There are three possible sources. The gutters, the bulkhead which is near end of life, and grading. The gutters will be repaired soon. DPW was contacted and asked to grade soil away from the buildings. The sump pumps are working so no damage. Alex asked if a claim would be filed. Chris does not expect to file a claim. Greg consulted with CT Dry Basement to address the issues including the gutters
- 2) LED lighting replacement will soon be finished. Lights will be on sensors. Expecting a considerable cost savings. Costs will be spread out with on-going electrical costs so no big check is required. 0% financing over 48 months. Currently the spend is \$10K per year for new bulbs for the main library.
- 3) Two new boilers installed at the main library to replace the one old boiler. Work to be completed by the end of October.

Budget and Metrics:

Metrics are trending as expected with the current operations impacted by covid19 procedures.

Reference metrics increased as patrons call with more questions including how to use online services.

Budget – FY21 budget: Sept 10th amended on the budget expenditure for Pensions. Chris noted that the line for pensions is over budget due to increased retirements. The budget line was increased. Chris expects it to be a onetime increase. Expects to make adjustments in the 3rd or 4th quarter by moving funds from other budget lines that show a surplus. On target with the budget. Jorie expects some lines will be under budget such as utilities.

Special Committees:

Personnel Committee – Alex reported that the committee agreed that the immediate need was to work on a Covid policy for library employees which will be the focus of the next meeting and to get communication to employees by early December. Agreed to create an HR committee internal to the library comprised of five library staff members as a pipeline to hear direct feedback from staff on initiatives.

Capital Planning Committee - The committee's goal is to establish a 5-year plan to identify major spending that will be needed over time, e.g., HVAC system improvements, aging roof and set up a budget for future needs to maintain the buildings in good working condition. It is expected a full roof replacement at the main library in the next 3-5 years possibly 350-500K for a full roof replacement. Need to set up reserves to cover the costs. Chris is looking into an ultra violet drone study (est. \$4,000) to give us and understanding of the urgency of the roof replacement. In addition, we are looking at long-term improvements such as automated building control systems. Most of the painting at the Barney is over 10 years old, so should plan for that. At the main library there is a need for improvements to bathrooms and water fountains. Meeting with a space designer to look at the children's space.

Lori asked if there is a plan to spend Town roll over funds. Chris confirmed that \$138.8 of the \$280K Town rollover funds have been spent on recent capital improvement projects and that he expects the remaining funds will be spent by the end of the fiscal year on planned projects of which the condensers will be a significant portion.

Technology Committee – no formal meeting. A chairperson needs to be identified.

Farmington Room Committee – Andy Baron reported that the committee has identified nine objectives and asked each member to assign a priority. The votes will be compiled and presented at the next board meeting. Andy

reported that Chris mentioned the possibility of adding a part time employee for the Farmington Room. Jorie suggested that the focus during covid times would be more focused on clean-up over items that involve more opening to the public. John Teahan noted that Simmons College has one of the finest Archival Management Internship Programs and that this would be a rich resource for archival assistance once we get past covid restrictions. Lori asked how much archiving was done under Laura Horn with the intern she hired. Caroline is not sure of the state of the project. Andy thinks Sara Mihos (sp) who was responsible for the Farmington Room who has left would have worked on the archiving.

Art Committee – no report

Old Business:

Friends: Jorie reported that the Friends are continuing to have sales to raise funds for the libraries. The big sale had to be cancelled, but they do have funding available. The library can submit requests for funds for special needs.

Jorie reported goals of getting Chris on board and setting up special committees have been met.

New Business:

Chris said a local resident, Sally Mangum (sp) requested that the Farmington Food Pantry be permitted to use the Library Parking lot for a food drive on Saturday, November 14th. Andy stated that the parking lot is town property, so is not a library decision. Chris will check with the Town.

Lori said she would check with former board member, May Munson to see if she would consider joining the board or being part of the Art Committee as a non-board member.

Public comment: None

Adjournment:

The ZOOM meeting was adjourned at 8:36pm.

Next meeting = December 16, 2020 at 7 PM

Respectfully Submitted by JoAnn Cephas