

Farmington Libraries since 1901

Library Board Minutes

15 October 2025

Attendees: Ida Franklin, Lyman Louis, Janell Lovig, Rich Olivastro, Gary Ontko, Dana Pescatello, Alan Sherman, Elisabeth Umpleby, Jocelyn Kennedy, Amy Palumbo. **Guests:** Curt Goswick (FVGLA), Eric Ort (potential Board member)

Members not present: Celia Bouza, Linda Chapron, Trish Pinto Garcia, Brian Lindroth, Vanitha Patil

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

Introduction of Library Board members for the benefit of potential Board member Eric Ort.

Approval of the September meeting minutes: Gary moved, and Lyman seconded. The minutes were approved unanimously with 3 corrections.

Board Chair Report:

Schedule of Library Board meeting schedule for 2025-2026 was previously passed and endorsed by the Board and distributed tonight in hard copy. Executive Committee consists of Dana, Alan, Elisabeth, and Brian. Items of note:

- Regular meeting in November
- Executive Committee meeting only in December
- Zoom meeting in January
- Regular meeting in February
- Executive Committee meeting only in March

Updated Library Board contact list distributed, with corrections requested.

FVGLA events:

- Meeting tomorrow, 16 October, at 6:30pm, at the Stanley-Whitman House. Currently, all Library Board members are FVGLA Trustees. All are welcomed and encouraged to attend to make quorum.
- Annual holiday gala is on December 5 at 6p at the Barney.

The interview of Jocelyn by Focus on Farmington is posted on the library's website.

Executive Director Report:

- Baker and Taylor, a national distributor for book publishers, is shutting down as of December 31. About a year ago the library experienced slow downs and added Ingram as a secondary provider; with the loss of Baker and Taylor, Ingram will now become the primary provider for both the library and for most of the public libraries across the country. Ingram is experiencing high volume as a result of this change. Baker and Taylor

also provided book processing, which included affixing call number labels and barcodes. Library staff will take over those tasks until the library can be signed up for book processing at Ingram which could take months. New material acquisitions will likely be delayed.

- The library is converting to a new system for both the front end and the back end in June, 2026. When the switch over occurs, the system will be shut down for 7 days. Patrons and staff will not be able to search for materials; patrons will be able to check books out but returning books will not be able to be checked back in. On average, 250 books are returned every day; a week of downtime will create a significant backlog. Plans are underway on how to manage the week of no library system, which will start the Tuesday after Memorial Day. The new system is called Polaris, it is replacing Encore and Sierra, and the conversion is consortium wide with all 31 libraries being impacted. Volunteers will be tapped to help with checking materials in and reshelving.
- A new Administrative Officer Manager has been hired who will be starting October 24 pending completion of the hiring procedures.

Bylaws

- Process began about a year ago
- Once the Library Board endorses the proposed changes, they are delivered to the Executive Committee of the FVGLA for review.
- The FVGLA must then review for consistency with the FVGLA Bylaws and resolve those inconsistencies. Legal counsel will then review.
- The final approval of the Library Bylaws is by the FVGLA Trustees.
- Discussion on the proposed edits.

Motion to approve the amendments to the Bylaws and submit them to the FVGLA by Rich, seconded by Ida. The motion was approved with Janell abstaining.

Policies

- Updates must be made to comply with Connecticut state law and to receive funding.
- When the budget passed at the end of the legislative session, a provision regarding public and school libraries was added to the budget bill.
- There is specific language that is required to appear in public library collection development policies, display policies, program policies, and material review and reconsideration policies.
- The State Library was tasked with ensuring that public libraries in Connecticut are compliant with the new law. A checklist was provided by the State Library that included sample policy language.
- The Library Board must approve the changes to libraries policies by December 1. Failure to adopt the language will result in the loss of state grant money. The library would lose the \$1,400 grant we receive from Connecticut, and we would not be able to apply for construction, renovation, or technology grants.
- Jocelyn convened a library team to look at the policies and to decide where to insert the required language.

- Jocelyn also went back through all of the policies to remove language that was not library related. For example, information about gifts and donations were included in the Collection Development policy which is not relevant to Collection Development. Collection Development policies are used by library staff to understand what the criteria is for purchasing materials, and the library has a separate gift and donation policy.
- Discussion about edits to library policies.
- Edits are in compliance with state requirements and have already been approved by the Connecticut State Library.

Motion to approve the revised Collection Development, Material Review and Reconsideration, and Program policies are required by the Connecticut State Library and CT Public Act 25-168 Section 322 & 323. Moved by Lyman, seconded by Rich. Motion carried.

Motion to approve the newly created Display policy as required by the CT State Library and CT Public Act 25-168 Section 322 & 323. Moved by Lyman, seconded by Gary. Motion carried.

Motion to adjourn meeting by Lyman, seconded by Gary. The meeting was adjourned at 8:25pm.

Next Board Meeting: November 12, 2025, at 7:00pm.