

Farmington Libraries since 1901

Library Board Minutes

January 15, 2025

Attendees: Dana Pescatello, , Alan Sherman, Lyman Louis, Rich Olivastro, Jocelyn Kennedy, Kate Martorelli, Gary Ontko, Vanitha Patil, Norma Hartley, Brian Lindroth, Elisabeth Umpleby, Henry Gu, Trish Garcia, Linda Chapron, Amy Palumbo

Board Members Not Present: Ida Franklin, Celia Bouza

Guests: Ericka Bajrami (Library staff member attended to give a presentation to the board)

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

Public Comment: There were no members of the public present, and consequently, no public comments were made.

Approval of the December Meeting Minutes: Rich moved, and Norma seconded, the minutes were unanimously approved with 2 corrections.

Board Chair Report:

Dana introduced Amy Palumbo as the town liaison to the libraries replacing Keith Vibert.

Dana provided the board with an update on the progress of strategic planning. The strategic plan and related documents will be sent to the board member before the February meeting when the draft strategic plan will be presented and discussed.

Dana updated the board on library committees. Celia and Kate on the personnel committee will work on the executive director's evaluation process. The library policy committee which Elisabeth and Celia will serve on will work on updating the library policies to address the regulation inconsistency issue.

Dana also updated the board of the important events: The Maker Fair will be on March 23. The board expressed the desire to set up a table at the Maker Fair to increase the library board's exposure and the Friends' exposure to the community. The library will present the next fiscal year's budget plan to the town hall on March 13 after 4:00pm. The board members are encouraged to present for support.

Presentation on Library Children's Department:

Ericka Bajrami, the department director, delivered an informative presentation on the library's children's department. She highlighted several key factors contributing to the department's exceptional services, including the redesigned floor layout for improved space utilization, a sizable collection, the innovative "library-of-things," engaging programs, and the staff's dedication and commitment to professional development. The board expressed their gratitude to Ericka for her exemplary leadership and outstanding contributions to the library.

Executive Director Report:

Jocelyn updated the board on the library's progress in recruiting a new director for children's services, as Ericka will be retiring from her position in February. Two candidates have been selected and will be invited for in-person interviews in January.

Jocelyn also reported to the board that the execution of the current year budget is on target for midyear expenditure.

Finally, Jocelyn presented the budget proposal for the next fiscal year, which reflects an approximate 3% increase over the previous year's budget. The board approved a motion to present the proposal to the town of Farmington in March. The motion was made by Lyman, seconded by Brian, and passed unanimously.

Friends of the Library:

Linda reported that the Friends' regular BookNook book sale continues to generate approximately \$1,000 per month. In addition to this ongoing effort, the Friends will host their annual book sale in June.

Linda also highlighted Friends' expanded role in supporting community services. Recently, they assisted New Horizon Village in setting up its library and donated books to other local organizations, such as the Newington Veterans group. These initiatives not only benefit the community but also ensure that the library's deaccessioned collections are put to good use.

In addition, Linda reminded the board that Friends is running a membership drive and she encourages the board members to join Friends.

Committee Reports:

Facilities & Infrastructure Committee:

The library received two proposals from the consulting firms to conduct the facility assessment study. The committee will evaluate the proposal and make recommendations to the board and FVGLA.

There are still some remaining heating issues at the main library and the staff are working to find the solutions. Jocelyn reported that the heating, despite the challenges, is currently operating within acceptable limits.

At the Barney Library, a broken part in the HVAC system is causing excessive water loss. The part has been ordered and once the part is received, the HVAC company will be able to make the repairment.

Bylaws:

The bylaws committee did the preliminary study of the library bylaws focusing on the conflict between the library's bylaw and the FVGLA's bylaw, particularly in Section 3. A meeting will be held with FVGLA on January 27 to discuss the issue and necessary adjustments.

Technology Committee:

The library will purchase a new projector at a cost of \$1650 for the children's programming room to replace the outdated projector. Additionally, the webcam and microphone will be installed in the boardroom for \$900 to enable virtual meetings. Furthermore, the library has begun transitioning the internal document system from a shared network drive to a SharePoint/Team based platform to improve the document system's reliability and to promote the collaboration among staff.

Adjournment:

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

Next Board Meeting: February 19 at 7:00pm.