

FARMINGTON LIBRARIES  
SINCE 1901  
Service Beyond Expectations

Maureen Bittner  
Secretary

**Library Board Minutes**  
**May 17, 2017**

JUNE 5th Meeting: please come early, 6:00 p.m. for our year-end dinner. Please let Jay know whether or not you will attend.

**Attendees:** Alan Sherman, Maureen Bittner, John Teahan, Jadwiga Gocłowski, May Munson, Lori Yu, C. J. Thomas, Peter Bartucca, Gary Palumbo, Jay Johnston

**Absent:** Michael Clark, Jorie Andrews, Allison deVaux, Ida Franklin

**Quorum:** The meeting convened at 7:05 PM and a quorum was determined.

**Approval of Minutes:** The minutes of the April 19, 2017, meeting were unanimously approved.

**Metrics/Budget:** Metrics and budget were reviewed and are within expected ranges.

**Executive Director's Report:** Alan asked Jay to review the Z-Space concept. Jay outlined the key components of his vision for this creative addition to our library resources. Please see a more detailed version of his response as an addendum to this document. Jay anticipates a Quarter 3 roll-out and expects to have the classroom operational in September 2017.

**Chair's Report:**

Alan reminded the Board of an early June 5th meeting date, as agreed to at the April meeting.

**Long-Range Plan:** While Alan reviewed the draft copy of the Long-Range Plan, a discussion ensued regarding the use of a link to the in-house Technology Plan developed by the library staff. The outcome was a decision to remove the link and replace it with four or five specific key goals distilled from the Technology Plan. Jadwiga raised the point that a segment of new Farmington residents are too busy working long hours to stop or learn about the Libraries' resources and local services. It was decided to include an outreach component by linking our website and electronic notifications to the Social Services site for their distribution to relevant audiences. The committee will continue to fine tune the document in the hope of completing for a vote at the June Board meeting.

**Farmington Room:** Peter, Alan, and John remarked on the tremendous work Laura, Terry, and Magee have accomplished over the year and gave great credit to their professionalism and successes. Furthermore, we recognized the development of the Farmington Room resources over the past two years during which we repaired some picture frames, restored the Branding Book, hosted a celebration for the unveiling of the same, and launched BiblioBoard, providing local history access to all. The Farmington Room Committee is currently finalizing a draft policy for review at the June 5th meeting that articulates the proper protocol for initiating, executing, and funding future Farmington Room projects.

Director's Evaluation: Alan collected the available completed evaluation forms from the Board members in attendance as well as the completed forms from the Library Department Heads and Jay's personal response. Alan will not be able to complete his work on this project until he receives the rest of the Board data.

**Friends:** No new business

**New Business:** Peter will be resigning from the Board after the June 5, 2017 meeting. A proposal was made to extend Alan's tenure as Board Chair for an additional year, to add Lori Yu as Vice Chair and to extend Maureen's term as Secretary for an additional year. Further discussion and a vote will take place at the June 5, 2017 meeting.

The meeting was adjourned at 8:36 PM.

Respectfully submitted,

Maureen Bittner, Secretary