

FARMINGTON LIBRARIES  
SINCE 1901  
Service Beyond Expectations

Maureen Bittner  
Secretary

**Library Board Minutes**  
**September 14, 2017**

**Attendees:** Alan Sherman, Maureen Bittner, Jadwiga Gocłowski, Lori Yu, Peter Bartucca, Gary Palumbo, Jorie Andrews, May Munson, Wendy Ku, Kelly Cruess, Jay Johnston, Laura Horn

**Absent:** Allison deVaux, Ida Franklin, Sherry Perrie

**Quorum:** The meeting convened at 7:08 PM and a quorum was determined. Alan asked the Board to welcome new members, Wendy Ku and Kelly Cruess. He then asked for round-table introductions from each member.

**Approval of Minutes:** The minutes of the June 5, 2017 meeting were reviewed and approved.

**Metrics:** Metrics were considered. A discussion ensued regarding a new two-year-graphic format, current and last, as opposed to the previous three year comparison. After a good debate, it was agreed that two years presented a stronger comparison and should be continued.

**Executive Director's Report:** Alan asked Jay to cite a few elements in his report that he believed were most important. In that regard, he discussed: new furnishings in Board Room One, the upcoming September 19<sup>th</sup> concert, the October 4<sup>th</sup>, sold out, NYC bus trip and the STUDIO project, which will include two virtual reality stations, two Z Space stations (3D program) and a media lab focusing on productions.

**Director of Operations Report:** Laura reported on **Long Range Plan** Q1 accomplishments. **Community** goals were achieved through the development of a new summer Dungeons and Dragons Club for teens. The Club was developed in partnership with the FHS D&D Club and provided planning and leadership opportunities for the participants. Attendance over five sessions was strong. **Collection** goals were achieved through the development of a new materials marketing program. Streamlined and eye-catching signage was installed on the lobby bookcases highlighting new and best reading and recording materials. Themed collections were selected with patron convenience and material popularity in mind. Alan asked Laura if she is publicizing a selected number of Long Range Plan accomplishments, to which Laura replied that achievements will be promulgated on the web page and in social media.

**Budget:** The budget was reviewed and is on track. Jay reported that the status of the State budget, which directly affects the Libraries' budget, is undetermined at this juncture and apparently in stalemate. In response to the current economic conditions, he has frozen the Libraries' budget, as well as suspended hiring until we know the ramifications of the 2018-19 State budget.

**Chair's Report:** Alan asked Board members to consider topics/aspects of library operations about which they might like to know more. Topics mentioned at this time include *collection development*

and a report on the *Maker Space; 3-D printers, and other technologies and programs*. Jay will arrange for presentations over the next few months.

**New Business:**

The FY-18 holiday schedule (library closure dates) was reviewed and unanimously passed by the Board. (Bartucca, Bittner)

Jay presented a proposal to partner with the Stanley-Whitman House to develop an historic tour project. The project would include two self-guided tour options, one of historic Farmington and one of historic Unionville. Patrons would rent a handset to participate and proceeds would be shared between the Library and the Stanley-Whitman House. The Board was enthusiastic about the project.

**Farmington Room:** Alan advanced a discussion of Farmington Room committee business regarding staffing schedules and gift account expenditures. An extended conversation ensued concerning visitation volume, service provided and operational schedules.

The question of expenditures for the restoration of the Martin Bull Book and purchase of licensing for the BiblioBoard data base management system were reviewed. It is likely that the final restoration cost for the Martin Bull Book will exceed the \$4,000 cap approved by the Board at the June 2017 meeting. The Board supports full funding of this conservation project with income from the Farmington Room Gift Account and will move to approve any additional funding once a final cost is determined.

A discussion followed regarding the continuation of staffing of the Farmington Room on a six-hour per week schedule. Laura Horn reviewed the usage data and informed the Board that staff members are now trained more fully to meet patrons' requests. To date staffing has always been available when needed. After some discussion a motion was made that services for the Farmington Room will be provided by Information Services staff on an as-needed basis (Bartucca, Cruess) and unanimously approved by the Board.

The meeting was **adjourned at 8:50 PM**.

Respectfully submitted,

Maureen Bittner, Secretary