

FARMINGTON LIBRARIES  
SINCE 1901  
Service Beyond Expectations

Maureen Bittner  
Secretary

**Library Board Minutes**  
**October 19, 2016**

**Barney Library Tour:** Director Jay Johnston conducted a tour of the Barney Library between 7:05 and 7:35 to provide the trustees a back office view of Branch library systems and operations.

**Attendees** to October 19th meeting: Alan Sherman, May Munson, Maureen Bittner, Gary Palumbo, John Teahan, Peter Bartucca, C. J. Thomas, Lori Yu, Michael Clark, Jorie Andrews, Ida Franklin, Jadwiga Gocłowski, Mike Gurski, Jay Johnston

**Absent:** Allison deVaux

**Quorum:** The meeting convened at 7:35 PM and a quorum was determined.

**Approval of Minutes:** The minutes of the September 21, 2016 meeting were reviewed and unanimously approved.

**Metrics/Budget:** Metrics and budget were reviewed and are within expected ranges. September's reference transactions were added to the metrics.

**Chair's Report:**

Alan Sherman remarked on the Strategic Plan committee's first meeting; the committee consisting of Alan Sherman, Jadwiga Gocłowski, and Sarah K. Morgan, Director of Children's and Branch Services. The committee has reviewed our previous plans and determined the specificity and rigor of those plans is not currently necessary or suitable and therefore, the development of the new plan will be conceptual, forward thinking, collaborative, and especially organic. The committee will meet next on October 26, and will have more to report at the November Board meeting.

**Executive Director's Report:**

Director Johnston reported on his preparation for the FY 17-18 budget that will be presented to the Board at the November meeting and voted on at the December meeting. Jay will then advance the process to the Finance Committee in January and to the Town Manager's office in January. The outdated Sharp electronic cash registers were replaced with Square technology incorporated into a configuration consisting of an iPad, cash drawer, and printer. This new equipment will address the auditor's 2016 concerns regarding the separation of accounts, while resolving the failure of our outdated cash registers.

The Branding Book's conservation and digitization were completed. Thanks to **Peter and Bobbie Bartucca** for the significant gift of Julius Gay's **Farmington Papers**.

The schematic floor plan and materials specifications for the interior landscaping for the adjacencies to the Maker Space were discussed.

Jay encouraged Board members to sign up for the 2016 KOHA NORTHEAST SUMMIT at the Main Library on November 3, 2016. Information was provided in the meeting packet.

**Special Shout-outs:** to Bernie Dayton, Monique Kucia, and Caroline Ford for researching and developing a plan for the replacement of our inoperable Sharp electronic cash registers; to Sarah Morgan for a fabulous Summer Reading Program; to Leah Farrell for the best Farmington Libraries

Annual Report ever! And, a special shout-out to our whole team for a fabulous summer and fall kick-off.

**Farmington Room Report:**

John Teahan reported that THE BRANDING BOOK celebratory event was very enjoyable and congratulated Jay on the event's content and planning. John additionally commented on the high quality of the conservation work done by the Northeast Document Conservation Center.

**Art Committee:** May Munson reported the Art Committee's work is progressing well.

**Friends:** Jadwiga reminded the Board of the Fall Book Sale scheduled for Friday and Saturday, November 18 and 19. She also mentioned special raffles to be held the week of October 17, 2016 in celebration of National Friends' Month. There will be one raffle for children and another for families.

Alan asked if Board members were notified of the funerary arrangements for Will Reimer. Mike Clark commented that calling hours would be at Funk Funeral Home, 35 Belleview Avenue, Bristol, CT on Friday, October 21<sup>st</sup> between 4:00 pm and 7:00 pm. The church service will be held at 10:00 am on Saturday, the 22<sup>nd</sup> at Saint James Episcopal Church, 3 Mountain Road, Farmington. Mr. Reimer is the son of immediate past Library Trustee, Janice Reimer, and the Board mourns his untimely death.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Maureen Bittner, Secretary