

FARMINGTON LIBRARIES
SINCE 1901
Service Beyond Expectations

Maureen Bittner
Secretary

Library Board Minutes
September 21, 2016

Main Library Tour: Director Jay Johnston conducted a tour of the Main Library between 6:45 and 7:14, to provide the trustees a back office view of library systems and operations. A tour of the Barney Library will precede the Trustees October 19th Barney Library meeting.

Attendees to September 18th Meeting: Alan Sherman, May Munson, Maureen Bittner, Gary Palumbo, John Teahan, Peter Bartucca, C. J. Thomas, Allison deVaux, Lori Yu, Jadwiga Gocłowski, Jay Johnston.

Absent: Michael Clark, Jorie Andrews, and Ida Franklin

Quorum: A quorum was determined, as Chairman Sherman convened the meeting at 7:16 PM.

Minutes: The minutes of the June 8th, 2016 meeting were reviewed and unanimously approved.

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

Chairs Report:

Chairperson Sherman requested Jay to justify the proposed **100th-anniversary program** with a thorough review. Jay responded by explaining the schedule, program, funding sources, commitments, and Trustee involvement. Jay further enumerated the tenor of the year-long celebration must be; fun and excitement, engaging the trustees and community with music, parades theater, and especially partying. Jay discussed the promotion of the events with the marketing of high-quality canvas bags with a large graphic exclaiming the 100 Years celebration as possible fundraising and branding opportunity. After a lively discussion the trustees unanimously approved the plan in concept, Jay will now go forward to the Friends, FVGLA, Executive Committee, and other sources of funding and participation.

The proposed 2017 library closure dates were reviewed, thoroughly discussed, and unanimously approved.

Executive Directors Report:

Director Johnston was enthusiastic in reporting the events of the past year with particular regard to the 2017's Annual Report's format and content. Jay sees the libraries as performing extremely well because of a strong team and program with high community involvement in all demographic segments.

Farmington Room Report:

John Teahan reported that the conservation of a folio containing journal entries noting the trading of domestic animals and their owners, aka, THE BRANDING BOOK, is complete and will be celebrated in a unique program in the Farmington Room on October 3, at 11:00 am. Everyone is welcome to attend this event that celebrates the conservation of this important piece of Farmington History.

Friends: Jadwiga reported the Fall Book Sale for Saturday November 18th.

Executive Directors Evaluation:

Alan reviewed the evaluation outcomes of Trustee's and Senior staff's assessment of Jay's performance for FY-16 as outstanding. Alan will convene the committee for a debriefing in anticipation of continuously improving the reviewing instrument shortly. Since the results of Jay's evaluation were very positive he would accomplish the following goals for FY-16-17:

1. Replacing wallboards in the community room and improving Wi-Fi speed.
2. Developing new methods for customer service/user experience.
3. Develop an improved mentoring program to promote longevity and experience through opportunity.
4. Institute in-house document vetting process.

Long Range Plan:

Alan reviewed the 2006-2012 Long Range Plan and asked the question as to how to proceed with the Trustees planning process. Alan then distributed precis distilling the 2006-2012 planning document into its key strategies and invited the trustees to study the documents to understand better where we are in about those ten year-plus-old goals.

Adjourn, 8:45

Respectfully submitted

Maureen Bittner, Secretary