

FARMINGTON LIBRARIES
SINCE 1901
Service Beyond Expectations

Maureen Bittner
Secretary

Library Board Minutes
November 15, 2017

Attendees: Alan Sherman, Maureen Bittner, Lori Yu, May Munson, Gary Palumbo, Wendy Ku, Kelly Creuss, Jay Johnston, Laura Horn

Absent: Allison deVaux, Sherry Perrie, Jorie Andrews, Jadwiga Gocłowski, Peter Bartucca, Ida Franklin

Quorum: The meeting convened at 7:06 PM and a quorum was determined.

Approval of Minutes: The minutes of the October 18, 2017 meeting were reviewed and approved.

Metrics/Budget: Metrics reflect consistent trends and the budget is on track.

Chair's Report: Alan suggested the December Board meeting be held on December 13, 2017 rather than December 20, 2017 as originally scheduled due to the upcoming holidays. Board members were in concensus. Alan deferred any additional remarks.

Executive Director's Report: Alan asked Jay to expand upon the proposed FY 18-19 budget. Jay reviewed the proposed 2.4% increase and clarified various line item adjustments as they related to priority shifts and state budget delays. He also advised that this budget is a work in progress dependent upon the approval of the FVGLA Finance Committee, Town Manager, and Town Council. A motion was made (Creuss, Ku) to accept the proposed FY 18-19 budget in its current form pending future amendments due to State funding and was unanimously approved.

Alan then asked Jay to explain his proposal for an addendum to the existing Withdrawals and Replacements policy articulated in the Library Policy Manual (p49). It was intended as a clarification of the decision-making that leads to the disposal of books from the Libraries' collection. A motion was made (Bittner, Munson) to accept the addendum which reads, *All items, regardless of medium, that are rejected by the Book Sale and various distribution channels may be disposed of as waste regulations permit.* The motion was unanimously approved.

In addition, Jay asked for an amendment to the Resources policy articulated in the Library Policy Manual (p49). As it reads, the current goal is that 15% of the Libraries' annual operating budget be spent on new materials for the collection. The proposal would change this to 9%. A lengthy discussion ensued, after which it was decided that the request be

tabled and that Jay would create both a qualitative and a quantitative alternate proposal to be considered at the December Board meeting.

Director of Operations Report: Laura reported on three Long Range Plan programs:

1. Community Development

We hosted the first "NO TALENT SHOW" to engage millennials. The participants were very enthusiastic and had a great time. Subsequently, one of the participants, who was enthralled by the trophy she won, signed up to learn 3-D printing in the Maker Space as a result of her positive experience.

2. Collection

Laura secured a \$1,750 grant from the Friends with which she updated the craft collection and enhanced the best sellers display in the main lobby.

3. Staff Development

Laura reported on a new program in which team members in all departments are provided coaching and a weekly listing of one adult, one children's, and one teen program. These "alert keys" will help team members offer visitors a better understanding of the vast diversity in library programming and to inform them of programs of potential interest.

Alan remarked how impressive the Libraries' printed materials are and commended Leah Farrell for her remarkable graphic design work.

Farmington Room: Conservation of the Martin Bull book has been completed. The book was received by Jay and will be safely secured in the Farmington Room.

Art Committee: Alan reviewed the November Art Committee meeting (May, Alan, Laura, and Jay), regarding the challenges ahead for appropriate management and organization of the art held by the Libraries. Utilizing Tom Yost's and Regina Madigan's appraisals and observations, May created a comprehensive listing of all the art the Libraries currently house. May's list was then transcribed to the BiblioBoard database by Magee Lawhorn, where it is now available on the Libraries' webpage. Since Tom Yost's conservation recommendations were received, five paintings have been conserved. It is estimated that completing work on the remaining twelve pieces on that recommendation list will cost approximately \$12,000.

The Board discussed creating a special fund to finance the planned maintenance of these and other items in the Libraries' art collection. The question of selling some of the art was also reviewed. The Board decided to explore the protocols of other libraries regarding deaccession. Our hope is that we can establish some reasonable priorities for managing and maintaining our collection.

The existing paper records which document all the work completed to date to catalog and evaluate the art collection will now be scanned in searchable PDF files and stored on the Library server. May and Jay will undertake the sorting project.

New Business: None

Other Business/Announcements: None

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Maureen Bittner, Secretary