

FARMINGTON LIBRARIES
SINCE 1901
Service Beyond Expectations

Maureen Bittner
Secretary

Library Board Minutes
February 21, 2018

Attendees: Alan Sherman, Peter Bartucca, Jadwiga Gocłowski, Jorie Andrews, Kelly Cruess, Maureen Bittner, Ed Giannaros, Lori Yu, Sherry Perrie, Jay Johnston, Laura Horn

Absent: Wendy Ku, Ida Franklin, May Munson, Allison deVaux

Quorum: The meeting convened at 7:04 PM and a quorum was determined.

Approval of Minutes: The minutes of the January 17, 2018 meeting were reviewed and approved.

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

Executive Director's Report:

Jay reported that he is delaying the audio-video podcasting until March due to scheduling issues.

Jay also reported that the Libraries do not qualify for the matching Federal "Infrastructure and Capacity Building Challenge Grant" he submitted to support the proposed Main Library Elevator Replacement Project. However, there may be enough FY17-18 carry-forward monies to fund the project fully. Jay is waiting for the audit results and is meeting with Otis Elevator for a new proposal to establish cost parameters.

Jay met with the Finance Committee who approved the proposed FY18-19 operating budget.

Jay presented the Library program summary to the Town Council in January. Counselor Ed Giannaros commented favorably on the presentation and has encouraged people he has met over the past month to make an appointment to visit the Studio.

Jay thanked the Board members who attending the Studio Grand Opening and reported over 50 participants attended during the three-hour program.

The Verizon Communications siting installation is in negotiation. Verizon has restructured their construction team and the person Jay has been working with is no longer in that capacity. Jay is seeking out the new contact. No report yet...waiting for response.

Jay reported he is working with the "Farmington Art Colony" show committee, scheduled for June 2018, as a celebration of Farmington's notable early 20th century artists.

Director of Operations Report:

Laura reported on the Long Range Plan progress with an emphasis on Community. The Children's Department's Take Your Child to The Library Day program was terrific with 120 children each receiving a copy of the book, *Harold and the Purple Crayon*, funded by a grant from the Connecticut State Library.

School-aged children are attending a ROK Block program with participation from the Farmington High School Robotics Team. This STEAM program is designed to develop into Arduino and raspberry pi programming components.

Information Services unveiled the Studio and continue to provide both Maker Space and Studio programming.

Chair's Report:

Alan reviewed the Art Policy draft as agreed. He assured the Board that Jay and Laura were comfortable with it. After a lengthy discussion, Alan stated he will amend the document and present a final copy to be voted on at the March meeting.

Farmington Room:

Laura reported that Janice Carroll is diligently working on the reorganization project in the archives. Laura also recommended that the Board accept two books from Mary Hooker Crary for inclusion in the locked-case collection. These books belonged to Farmington's Hooker family for generations and have specific local historic interest. The books' inclusion is contingent upon Ms. Crary's formalizing her gift by executing the Farmington Libraries Gift Acknowledgement, and, Deed of Gift. A motion was made (Bartucca, Perrie) to accept the donation of the two aforementioned book and was unanimously passed.

Art Committee:

Jay reported that the art inventory is digitized and available within our IP address and the original documents reside in the Farmington Room's archive.

New Business:

Alan inquired as to whether the Libraries had developed an emergency plan. The question, prompted by the recent Parkland, FL school shootings, sparked a lengthy review of the Libraries' "lock-down" and emergency fire manuals. Laura described the various scenarios and trainings we have annually at the staff retreat and through periodic drills. The Board became very engaged in the discussion and asked that the following be written in the record: "The Board congratulates the Farmington Libraries' Team for their due diligence in protecting the staff and public from the possibilities of violence and fire through their policies, training, and procedures." Through the ensuing conversation, it was revealed that one of Vice Chair Lori Yu's training specialties is safety. Jay subsequently asked if she would be willing to work with the staff at the 2018 Retreat, to which she graciously agreed.

Other Business/Announcements:

Friends - Jadwiga reported that the Friends made \$1,500 at the February Pop-Up Book Sale. A Garden Book Sale is planned for March, to be followed by the annual Spring Book Sale in April. Sherry reported that although the Friends have been moderately successful with other fundraisers, the book sales are the best source of revenue.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Maureen Bittner, Secretary