

FARMINGTON LIBRARIES  
SINCE 1901  
Service Beyond Expectations

Maureen Bittner  
Secretary

**Library Board Minutes**  
**April 18, 2018**

**Attendees:** Lori Yu, Jadwiga Gocłowski, Jorie Andrews, Kelly Cruess, Maureen Bittner, Ed Giannaros, Wendy Ku, Ida Franklin, May Munson, Jay Johnston, Laura Horn

**Absent:** Alan Sherman, Peter Bartucca, Allison deVaux, Sherry Perrie

**Quorum:** The meeting convened at 7:02 PM and a quorum was determined.

**Approval of Minutes:** The minutes of the February 21, 2018 meeting were reviewed and approved. (*The March 21, 2018 meeting was cancelled due to inclement weather.*)

**Metrics/Budget:** Metrics reflect consistent trends with exception of a significant increase in visits, and the budget is on track.

**Chair's Report:** (Lori Yu reported in Alan Sherman's absence.)  
Lori reviewed the metrics and noted that the Libraries are performing very well as indicated by the various concerts and events she had attended.

Lori reviewed the Executive Director's evaluation process. Board members will receive evaluation forms prior to the May meeting, and Lori asked that members submit their evaluations prior to/at the May meeting. The Executive Director's direct reports will also evaluate the Executive Director's performance during the process. The findings and goals for Jay will be discussed during Executive Session in June.

Lori requested that the Board finish discussion regarding the Art Policy. After an extensive review by the Board, a motion was made to approve the policy dated 2/22/18 with the exception of the final two paragraphs, which were removed (Andrews, Cruess). The motion was unanimously approved by the Board.

**Executive Director's Report:**

Jay reported on a meeting with Andy Baron concerning Andy's request to move Julius Gay's portrait from the Farmington Room to the Main Reading Room of the Barney Library. Jay verified the suitability of the move and is enthusiastic about relocating the painting to an open area where the public can more readily view it. Jay asked for the Board's input regarding the above. No objections were voiced, and Jay will move forward.

He also reviewed the contracts he is to execute regarding the relationship between the Farmington Historical Society and the Libraries, as specifically related to the upcoming Art

and Artists in Farmington Exhibit. In that regard, Lori found an redundant request for coverage, which after discussion, was deleted from the text. Jay will execute the agreements as amended.

Finally Jay reviewed the Otis elevator project, for which the requirements are still under evaluation. He will provide additional information at a future meeting.

**Director of Operations Report:**

Laura reported on the Long Range Plan progress with an emphasis on Community. The Children's Department's early literacy program has added a new story time series for two year olds. Also, a process-based art class was developed to provide opportunities for children to understand their creative power by exploring mediums and developing spontaneous results; rather than the replication of shapes or figures all together in a group as a how-to-copy learning process. The Children's Dept. also held a special event during school break where participants built simple robots. The event was so successful that the program will be repeated this coming summer.

The 5th annual Maker Fair was another very successful program including master gardener Roxanne Lovell who led a succulent planter how-to program. Because of Roxanne's popularity, she is currently providing a master class in Felting.

**Farmington Room:**

Laura reported for the committee on her six-year initiative to catalog and preserve the various notebooks, folios, and loose papers in the Farmington Room in acid-free boxes while scanning, recording and classifying the contents as well.

**Art Committee:**

May reported the committee will meet at 1:00 pm on May 14th.

**New Business:**

Laura proposed a change in the Policy Manual, p. 53, Behavior Policy section to include vaping and e-cigarettes as activities not permitted in the library or on library premises. The proposed change was unanimously supported by the Board.

**Other Business/Announcements:**

**Friends** - Jorie reported that the Friends netted approximately \$13,000 at the April Book Sale and that the remaining books, after distribution to various not-for-profit organizations, were sold for a nominal fee and picked up by a vendor.

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Maureen Bittner, Secretary