

# FARMINGTON LIBRARIES SINCE 1901

*Service Beyond Expectations*

## Library Board Meeting Minutes

October 17, 2018

**Attendees:** Lori Yu, Alan Sherman, Allison deVaux, Lisa Warner, Jadwiga Gocłowski, Andy Baron May Munson. Jay Johnston, Laura Horn.

**Absent:** Ida Franklin, Jorie Andrews, Kelly Cruess

**Quorum:** A quorum was determined and meeting convened at 7:03 PM

**Approval of Minutes:** The minutes of the June 20, and September 19, 2018 meetings were reviewed and approved.

**Metrics/Budget:** Metrics were reviewed and reflected consistent trends. However, an anomaly in the reference/information data was challenged by Laura who has determined that either system or human error was a causal factor in this significant downtick. Laura has devised a collection method to record and capture work outputs manually; Laura will report back her findings at the December meeting. Alan commented on a significant long-term financial effect on the materials budget, if the ebook trend continues to escalate; a lively discussion ensued with the question of whether or not the efficacy of collecting ephemeral ebooks was wise when considering their financial impact.

**Chair's Report:** Lori welcomed the Board and introduced Lisa Warner to the Board. Lori also indicated that because of Wendy Ku and Peter Bartucca's resignations two new members would be recruited and appointed to the Board at the October FVGLA meeting. Laura advanced the Farmington Libraries Art Collection Policy which was voted on and unanimously adopted.

**Executive Director's Report:** Jay gave a cursory report of the elevator and carpet project, where Jay assured Lori that the Millikin carpet tiles are not only antimicrobial but do not off-gas, and he was especially enthusiastic about the February 22-23 in-door mini-golf fundraiser. Jay also reported that the PDF version of the Annual Report would be posted on the web portal as requested and that hard copies are available at the town hall and have been distributed through the Town Managers-office to the Town Council members.

**Assistant Director Reports:** Laura reported on our new Code Club where 5th -8th graders are learning computer coding, Teen Tech Times where Teens are learning how computers work; many positive comments were made on Harry Trider's knowledge and great communication skills as he helps people in the Studio and Maker Space. Laura then advanced the Studio and Maker Space User Agreement which was developed from best practices and unanimously approved by the Board. Laura then proceeded to advance the Workplace Harassment Policy; Jadwiga raised a few concerns regarding the policy's specificity and held that it would better serve the Board's purposes with a broader scope in coverage. Lisa echoed with a suggestion of adding LGBTQ to the protected rights listed. Laura will confer with our Labor Attorney and return with a fresh policy at the November meeting.

**Farmington Room:** Laura submitted the Farmington Room Annual Report. Lori and Alan commented on how remarkable and well executed the accomplishments reported were and complemented Laura on her work in this area.

**Art Committee:** The Art Policy final draft was adopted reviewed and unanimously approved.

**Mini Golf Committee:** Jay described this fundraising event to be held at the Library to raise funds for the SWH Endowment. Ridgefield is holding such an event and Jay will be gathering specifics for our planning and execution efforts to be discussed at future meetings.

**Announcements:** Jay advised the body of his planned date of retirement to be January 9, 2019. He expressed his gratitude to the Board for their support and confidence over the years.

**New Business:** The Board authorized Laura Horn to be the signatory and for Jay Johnston to be removed at his termination. "Be it resolved at their October 17th, 2018 meeting that the Farmington Libraries Board of Directors authorized Executive Director Jay Johnston to secure a credit card from the Farmington Bank/ Peoples United Bank for the exclusive use of the Farmington Libraries."

**Other Business/Friends:** There was none.

The meeting adjourned to **executive session** with no objection at 8:32 PM.

Respectfully submitted,

Jadwiga Gocłowski,  
Secretary