

FARMINGTON LIBRARIES SINCE 1901

Service Beyond Expectations

Library Board Meeting Minutes

December 19, 2018

Attendees: Lori Yu, Alan Sherman, Allison deVaux, Lisa Warner, Jadwiga Gocłowski, Andy Baron, May Munson, Jay Johnston, Laura Horn, Ida Franklin, Jorie Andrews, Kelly Cruess, Edward Giannaros

Absent: Gary Palumbo

Quorum: A quorum was determined and meeting convened at 7:06 PM

Approval of Minutes: The minutes of the November 14, 2018 meeting were reviewed and approved. Andy moved and Jorie seconded the approval.

Metrics/Budget: Metrics were reviewed and reflected consistently positive trends. Laura informed the group that these metrics are being posted for the staff to review and serve as visual feedback.

Chair's Report: Lori welcomed the Board and indicated that her report will occur at the Executive Session.

Executive Director's Report: Jay reported on the status of the elevator and carpet projects. The progress on the elevator rebuild is going well even with some unexpected issues of shaft size and electrical hookups that were encountered. Once the work is complete and the inspection takes place the project will be complete.

The Children's Department staff have begun preparing the area for the carpet tear-out and eventual replacement. Once the Children's area is completed the foyer will be next.

Assistant Director Reports: Laura reported that the production of audio podcasts has begun. Staff prepare these and patrons can download at will via Apple iTunes and Spotify. Alan suggested that a link to the podcasts be included on the library website ribbon. Additionally, the adult and children's programs have been very successful. The Gingerbread Decorating Party drew about 120 participants. The winter Maker Program is expanding its hours and the types of programs to be offered. In the wake of Steve's retirement, a part time custodian has been procured via an agency until a more permanent solution is identified. Laura is following up on a potential collaborative effort for these services with the Town of Farmington.

Laura reviewed the final draft of the Workplace Harassment and Discrimination Policy. The Employment Lawyer has given her blessing on the wording. Alan suggested that a date be added to the draft. The policy will be placed in the Employee Personnel Handbook, distributed to the staff and reviewed with each employee by their supervisors. Jorie moved and Alan seconded the unanimous approval of the policy.

Budget: All is on target with the budget for this time of the year. Accounts can be transferred to cover unexpected overruns in expenses, ie the elevator project. The ability to roll over unspent dollars and revenue activities provide a cushion for future expenses, ie a new roof.

Special Projects: The elevator and recarpeting projects - see Executive Director's Report above.

Special Committees:

Mini Golf:

Jay updated Board Members on the progress in the planning of the Mini Golf Fundraiser scheduled for February 22 and 23, 2019. A number of sponsors are already on board and most holes still need to be sold. This promises to be a fun activity for a good cause and everyone is encouraged to participate whether as a player or a sponsor or both.

Art Committee: No updates today

Farmington Room: No updates today

New Business: No new business today

riends: Lisa reported on the most recent book sale and the three special books that are currently being auctioned. More updates and scheduled book sales will be announced in the future. For holiday and pop up book sales please check the Book Nook.

The meeting adjourned to **executive session** with no objection at 8:12 PM.

Happy Holidays,
Jadwiga Goclowski, Secretary