

FARMINGTON LIBRARIES SINCE 1901
Library Board Meeting Minutes
January 16, 2019

Attendees: Lori Yu, Alan Sherman, Allison deVaux, Lisa Warner, Jadwiga Goclowski, Andy Baron, May Munson, Laura Horn, Ida Franklin, Jorie Andrews, Edward Giannaros, Gary Palumbo

Absent: Kelly Cruess

Quorum: A quorum was determined and meeting convened at 7:01 PM

Approval of Minutes: The minutes of the December 19, 2018 meeting were reviewed and approved with a typo correction. Jorie moved and Andy seconded the approval.

Metrics: Metrics were reviewed and reflected consistent trends. Laura informed the group that these metrics are being posted for the staff to review after the Board's approval and serve as a visual feedback on their efforts. Laura commented on the dip in program attendance. Due to the carpet and elevator projects programming was intentionally decreased to manage traffic flow more effectively.

Chair's Report: Lori welcomed Laura as the new Executive Director to rousing applause.

Lori described the Executive Director evaluation process and timelines. She suggested that we give Laura the opportunity to develop her own goals rather than continue with the ones in place. Also, the timelines may be altered to reflect Laura's start time as a Director. Alan stated that the evaluation also serves as a professional development tool and as a new director Laura has a 12 month probationary period. Lori suggested that a small group of members meet to review the evaluation tool for possible tweaking and requested volunteers. Lori, Alan and Lisa volunteered.

Lori suggested that Laura draft two to three goals for review at the February Board meeting.

Lori informed the Board that the Bylaws require a periodic review and requested a volunteer(s) to perform such a review. Jorie volunteered to review and cross walk them with the FVGLA bylaws for any inconsistencies. The current bylaws were last reviewed in 2016.

Lori requested an update on the Mini Golf fundraiser. Andy shared information on the planning activities and progress to date. Hole sponsors and volunteers are still needed. The next Mini Golf meeting is scheduled for this coming Friday morning so more information will be shared after that meeting. Ed asked if the tickets for the event are available and where can they be obtained. Laura added that the current flyers for the event are in need of revision before they can be posted. Lori encouraged the Board to organize foursomes, participate in, and support the event in any way they can.

Upon Lori's request the next Board meeting will be changed to February 19 at 7 PM due to a conflict.

Executive Director's Report:

Laura reported on the status of the elevator and carpet projects. The carpets have been replaced and patrons have made positive comments. The elevator rebuild did not pass state inspection and more work is required by Otis and the electrical contractors. Once the fixes are in place there will be another state inspection. A cost overrun is expected. Stay tuned.

Meetings with the Town are continuing regarding custodial and ground keeping services for the Libraries. The Libraries will need to contribute to the costs.

Sarah Mias has been named the Information Services Director and Caroline Ford will take on the Assistant Director functions. Jane from the Children's Department has retired and more personnel changes are on the horizon in an effort to realign staffing with Library goals.

Capital Plan Spreadsheet:

The spreadsheet will be replaced by a more detailed facilities maintenance schedule spreadsheet, that Laura obtained from a workshop for public library directors, to better track and manage needed changes over time. Laura requested that Board members collaborate with her on the development of this new tool. Jorie expressed interest, but she would need to give up her responsibilities on the Farmington Room Committee. Please let Lori know if you are interested in serving on the Facilities Maintenance Schedule Committee.

Funding for Capital Improvements will also need to be addressed. Andy informed the group of previous discussions and decisions on this topic. Alan also reminded the group of previous preferences in handling the costs for such improvements. Lori and Laura will be meeting with FVGLA to further address these funding issues. More Board discussion will ensue.

Budget:

On track with exception of the insurance. The elevator overrun can be managed with shifting from other items if necessary, but this will not happen until the final elevator costs are known. The Town has requested that the proposed FY20 budget increase of 3% be scaled down to a 2.5 % increase in response to the Town Council's target increase of between 2.0 and 2.5 percent.. Laura is in the process of revising the proposed FY20 Budget.

Special Committies:

Mini Golf: See above under Chair's Report.

Art Committee:

May Munson reported the inventory will be placed online. May will work with Laura to facilitate the process. Yost Conservation supplied the Library with a quote for work to be done to restore fine art paintings in the Libraries collection. Due to the Farmington art show held at the Barney Library last year, the restoration of these paintings was delayed. Now that the paintings have been returned to the Libraries, a plan needs to be developed for restoring them. Discussion ensued that funding for such repairs and maintenance had been discussed by the Board in the past but documentation of such has not yet been found. Past Board minutes and packets will be reviewed. Alan offered to assist in the review. More to follow in future meetings.

Items that were identified in the past for auction remain in the Executive Director's Office. Linda Stamm of Winter & Associates, previously came to the Library to determine what items would be candidates for auction. A report of her recommendations cannot be located, so we need to follow-up with Ms. Stamm to determine the appropriate course of action for these items. After consulting with Winter & Associates, items will be handled accordingly.

Farmington Room: Lori requested that the Committee meet to review and begin the deaccession process for identified items. Additional committee members are needed. Lisa volunteered to join the Farmington Room Committee.

New Business: None today.

Friends:

Lisa reported that the King special book brought in \$500 and that there are pop up sales in the Book Nook. The next big book sale will be held on April 4-7. Volunteers are needed for set up and sale. Please contact Lisa and Linda with your available times.

The meeting adjourned at 8:25 PM. Remember that the **February Board Meeting will be on the 19th.**

Respectfully submitted,
Jadwiga Gocłowski, Secretary