

Farmington Libraries since 1901

Library Board Minutes

February 21, 2024

Attendees: Dana Pescatello, Alan Sherman, Henry Gu, Gary Ontko, Lyman Louis, Rich Olivastro, Celia Bouza, Linda Chapron, Maureen Bittner, Ida Franklin, Norma Hartley, Jocelyn Kennedy, Kate Martorelli, Vanitha Patil, Keith Vibert

Board Members Not Present: Trish Garcia

Quorum: A quorum was determined. The meeting was called to order at 7:00 p.m.

Public Comment: There were no members of the public present, and consequently, no public comments were made.

Approval of the Minutes: Lyman moved, and Alan seconded, the minutes were unanimously approved with one modification.

Board Chair Report:

Dana updated the board on the ongoing budget process for fiscal year 2024-2025. The budget proposal will be presented to the FVGLA on February 28 and to the Farmington Town on March 14.

Dana reminded the board that the Makers Fair will be on March 24 and volunteers are needed for the event.

Alan, Ida and Celia volunteered to work on the board development tasks with Jocelyn to recruit new board members.

In observation of the National Library Workers Day on April 9 and the National Library Week (April 7-13, 2024), Linda volunteered to help preparation of the celebration at the library.

Dana also reminded the board of the upcoming events and tasks that include the staff presentation to the board, the presentation of staff input on value and mission statement at the April board meeting, and the executive director's evaluation in March.

Executive Director Report:

Recent Activities Update:

Jocelyn announced the personnel changes that included Sasha Ahmed's full-time role in lending services and Pam Paul's retirement. Jocelyn also promoted Monique Kucia from Business Manager to Assistant Director for Finance and Administration starting on February 12.

Jocelyn informed the board that she continues her effort on administrative activities that include reviewing staffing equity plan with Connecticut Library Consortium's HR helpline and working with Ericka Bajrami and Melissa Graham on the performance evaluation process which will be rolled out for the next fiscal year. She will also start working with the staff on the values statement for the strategic planning process next week.

Jocelyn reported that there were no major facility issues this month. She also reported that the library will not renew the Favarh contract which will expire on February 9 due to prohibitive cost.

Jocelyn also reported that she continued her efforts on community building by collaborating with Farmington Land Trust on a joint April Eclipse viewing event, assisting Canton Library on two searches,

lunching with board members, collaborating with Farmington Economic Development on an Emerging Entrepreneurs series, attending CT Association Libraries Roundtable, and attending FVGLA Finance Committee Auditor's review meeting. The Farmington High School's student leadership symposium is holding meetings at the library with subsequent bake sales at the Makers Fair and Jocelyn found a student videographer volunteering for the library.

Financial Report:

Jocelyn reported that the library's finances are on track.

Budget:

The board reviewed the budget proposal for the fiscal year 2024-2025 presented by Jocelyn. Lyman moved to accept the proposal, and Gary seconded the motion. The board unanimously approved the budget as presented.

Committee reports:

Friends:

Linda reported that the Friends continued to support the library by funding various programs at a level (\$32000) on par with the past. The Friends also chipped in for gifts to recognize the staff's contributions.

The Friends ran successful kids' book sales at the end of January and raised about \$1,600 on par with the past. The next planned book sale will be on June 21st and 22nd.

The Friends donate books to many organizations around the state and provide books to the community members.

Linda also urged the board members to join the Friends and make book donations.

Linda informed the board that for the last 8 years, she's been working with book sales chairpersons around the state and shared ideas to make the book sales bigger and better.

Facilities Report: The facility committee continues its effort on a long-term capital spending planning and the other improvements in conjunction with the strategic planning. The library just received the proposal from Chris Nardi of S+PA for a comprehensive review of the building needs and is seeking additional proposals from the other firms. The reparation of the boiler will be scheduled once milder weather arrives.

Tech Committee:

- A recent incident occurred where a returned laptop did not undergo the reset process, resulting in inappropriate content being displayed to the next borrower. The committee is weighing options to prevent such incidents in the future.
- The people counter camera was repositioned to make it a dual-purpose camera that will be served as a security camera in addition to counting people. As a result of the move, the people counting function was improved. Door traffic data is included in the statistics reported to the state library, as mandated.
- Multimedia is being upgraded in one of the boardrooms.
- The excessive E-Rate rebates for the terminated Comcast Internet Service Contract was resolved by the library staff.

Adjournment:

The meeting was adjourned at 8:22pm. Lyman moved to adjourn, seconded by Linda.

Next Board Meeting: March. 20 at 7:00pm.