

# Farmington Libraries since 1901

## Library Board Minutes

February 19, 2019

**Attendees:** Lori Yu, Lisa Warner, Jadwiga Gocłowski, Andy Baron, Laura Horn, Jorie Andrews, Edward Giannaros, Gary alumbo, Brenda Gurski

**Absent:** Kelly Cruess, Allison deVaux, Ida Franklin, May Munson, Alan Sherman

**Quorum:** A quorum was determined and the meeting was convened at 7:00 PM.

**Approval of Minutes:** The minutes of January 16, 2019 were reviewed and approved as circulated. Andy moved and Lisa seconded the approval.

**Chair's Report:** Lori welcomed Brenda Gurski as a new Library Board Member and a current FVGLA Trustee. Lori informed the group that the Board will have four openings at the end of this year and requested that members suggest potential individuals to her to build a pool of candidates. She added that John Teahan will be returning to the Board in the near future.

Lori summarized the Executive Director Evaluation process and timelines. She indicated that after a review of what is in place it was suggested that the process remain as is for the near future. Lori will include a copy of the current tools in the March Board Meeting packet.

The by-laws review is being postponed to the April meeting.

The Mini Golf Fundraiser is being postponed. Andy added that the function should be considered when a Chair for the Development Committee is identified. Some discussion ensued and other potential options for the mini golf fundraiser were offered. Andy referred the group to his email and pictures of the mini golf event held in Ellington for more information. This was the fourth time Ellington has sponsored mini golf and it was very successful.

**Metrics:** The metrics are trending as expected and are on target.

**Long-Range Plan:** Laura referred the group to the report in the packet and highlighted the terrific success of the multi town Rick Riordan Trivia contest which yielded a door count of a 1000. Overall the attendance at programs has been most positive.

**Director's Report:** Laura reported on a variety of building management, technology, staffing and programming issues that she had addressed during the past month. The elevator has passed state inspection and is functional.

Due to an unusually heavy rainstorm and frozen ground there was some flooding in the main library. ServPro was called to help with the cleanup and air movers were set up to dry out various spaces. The outside drains were cleaned out and that relieved much of the backed up water. Laura is working to identify the cause of the flooding and potential fixes to avoid future water seepage. Gary suggested that the roof drains be checked for blockage and offered to work with Laura in this effort. Laura thanked those that helped with the cleanup and offered helpful next steps.

Cleaning services for both Libraries are being outsourced to a local privately-owned cleaning company. The Libraries will be sharing a full-time employee with the Town. The Library will pay for the individual to work part-time at the Main Library, and Barney Library as needed, to perform interior and exterior maintenance. Consequently, the part time custodial position is being eliminated and the part time employee is being let go.

The national search for a new children's librarian continues. Several candidates are undergoing the screening and interview process.

The phone system upgrade is on hold given the initial \$17,000 quote that was received from the current vendor. Laura is meeting with the Town's IT Manager and the Town's telecommunications provider for a quote, and will seek other quotes as necessary.

The fish tank issues in the Children's Department are still in need of a successful solution. The tank is expensive to maintain and several contracted services have been less than ideal. All options are on the table and a fresh water tank is being considered to ease the maintenance burden.

Laura continues her Community Outreach efforts and is pleased with the resulting collaborations.

## **Special Committees**

*The Farmington Room Committee* has postponed its meeting until March. Laura has received an email from a previous Board Member, on behalf of the Historical Society, regarding the Bickford collection. The Society has requested the collection back to display at their new location. Laura is going to meet with various stakeholders to gather information on the status of this collection and report her findings to the Board.

*Library Art:* May has completed the update to the art collection spreadsheet that now contains pictures in addition to the description of the items. Winter Associates accepted Board approved items for deaccession for auction to be held in three weeks. Lori displayed the RJ Holden watercolors and other paintings for the Board's viewing. After a short discussion, a consensus was reached to reframe the watercolor paintings and then display them in the Library. The water colors are RJ Holden originals and depict Farmington related landscapes and locations. Other paintings were part of the Barney Library collection and will be displayed there.

Lisa shared information on the quilt cleaning process that a Member of the Friends and a quilting expert had researched. Since the quilt is part of the Library's Art Collection it could be cleaned as part of the collection. Laura will inquire about when the quilt was last cleaned.

**New Business** - none

**Other Business** – none

**Friends:** Lisa reported that the Friends are preparing for the April Book sale and are in need of books. Lori read Linda Chapron's letter to specify the donation criteria.

**Executive Session:** The Board Meeting continued in Executive session.

**Adjournment:** Meeting was adjourned at 8:58 PM

Respectfully submitted,

Jadwiga