

Farmington Libraries since 1901

Library Board Minutes

April 17, 2019

Attendees: Lori Yu, Jorie Andrews, Lisa Warner, Jadwiga Gocłowski, Andy Baron, Laura Horn, Edward Giannaros, Brenda Gurski, May Munson, Alan Sherman, JoAnn Cephas

Absent: Kelly Cruess, Allison deVaux, Ida Franklin, Gary Palumbo

Quorum: A quorum was determined and the meeting was convened at 7:05 PM.

Approval of Minutes: The minutes of February 19, 2019 were reviewed and approved as circulated. Jorie moved and Lisa seconded the approval.

Chair's Report: Lori introduced JoAnn as a new Library Board Member and a current FVGLA Trustee.

Lori requested the Board's feedback on the draft bylaws that were included in the packet. Jadwiga had emailed her input regarding the secretary's role. The group requested that Jadwiga's suggestions be read to the Board. Jorie reviewed Jadwiga's suggestions and indicated that she would redline the draft for the next meeting incorporating some of Jadwiga's suggestions based on the Board's discussion. Andy pointed out two wording discrepancies in items 3.7 and 3.10. It was agreed that "Trustees" be used consistently when referring to the Board Members and the spelling error in the paragraph be corrected to "dated". Jorie will red line as needed for next meeting. The vote on the bylaws is being postponed to the May meeting.

Lori informed the Board that the Executive Director Evaluation Form will remain the same for the Board Members and the Director Heads Form will include the changes suggested by Laura's direct reports. In addition, the forms will be digitized so statistical aggregation will be easier to access. Evaluators will complete the forms online giving a little more anonymity to any comments. JoAnn asked if each section can be rated as a whole. This has not been done before but since the forms are electronic this can be accomplished if desired. Andy moved and Edward seconded the acceptance of the Evaluation forms as circulated and discussed.

Lori requested that the May meeting date for the Board be changed to May 22. Request was approved unanimously.

Metrics: The metrics are trending as expected and Laura has added one more year to the graphs so three years of performance is displayed in the report.

Long-Range Plan: Laura referred the group to the report in the packet and highlighted the increase in attendance and participation across many of the Library programs.

Director's Report: Laura reported on a variety of building management, technology, staffing and programming issues that she had addressed during the past month.

Laura continues to work with the town and Board volunteers to identify the cause of the flooding and potential fixes to avoid future water seepage. Original building plans/permits for the addition have been found and are being reviewed by the town.

There was an issue with the cleaning service when bleach was used to spot clean the newly carpeted area. The cleaning service has been cooperating in the replacement of 32 carpet tiles and the requisite labor. A cleaning policy has been drafted to prevent such mishaps in the future and harsh chemicals will not be used on a routine basis. Library staff will make periodic sweeps to address any minor issues that are identified during open hours. Laura continues to work with town services to manage general building and grounds needs.

The room-booking and calendar functions have been upgraded. The electronic room booking system will provide more flexibility to requestors and allow library staff to have eyes on each request.

Laura continues her Community Outreach efforts and will partner with Parks and Recreation on the summer reading program.

The new Director of Children's Services is on board, **has** met with her staff and already has implemented some new programs. Ericka Bajrami comes to Farmington from the Plainville Library System. Welcome Ericka.

Laura has written job descriptions for all Library staff. The HR Consultant is working on salary structure recommendations, which will serve as a general guide for future compensation planning. Laura is expecting the Consultant's report at the beginning of May. Benefits follow the Town benefits package in addition to a voluntary 457 plan. Laura also created two staff evaluation forms with scales to standardize the evaluation process across staff positions.

There has been much positive feedback on the new tile table at the Barney.

Book donation drop-off has been moved closer to the maintenance area to improve traffic patterns around the front desk.

Betty Coykendall reached out to Laura about a donation to the Farmington Historical Society. The Library is being asked to store these donated items until the Society's new building is ready to house them. An agreement is being written between the Society and the Library for this arrangement. The Society will give the Library a digitized copy of the donated items for the Library's use as a gift for the temporary storage of these items.

Budget reallocation and Consolidation of budget Lines:

Laura proposed that \$21,000 be moved from the Personnel budget to the Maintenance budget in order to cover emerging expenses. The remaining amount is adequate to cover Personnel expenses. She stated that money will need to be moved from Personnel to Building Maintenance next year to reflect the change in staffing and subsequent contracting of custodial services. Lisa moved and Brenda seconded the motion to approve this move.

Laura proposed that the Equipment Repair and Building Repair budget narratives be clarified to reflect more clearly how the budget lines are to be spent, and that the total amount of the Equipment Repair line be reduced based on historical utilization data. Laura requested that money be reallocated from the Equipment Repair line to the Building Repair line and the Equipment line. The reallocation to the Equipment line will enable the upgrade of the telecommunication system; the Equipment budget line is currently insufficient to cover expenses. The reallocation of funds to the Building Repair line will cover any overage in the Building Repair budget, which has been overspent historically. Jorie moved and Andy seconded the motion to move \$15,000 from Equipment Repair to Building Repair, and \$12,243 from Equipment Repair to the Equipment budget line.

Telecommunications System Upgrade Update – see director's Report above

Special Committees:

Farmington Room - The committee met to make a list of to dos. Andy will chair the Farmington Room Committee. More to follow at future meetings.

Library Art - Auction was held, all deaccessioned items were sold. The check has not yet been received and the money will be used for restoration of artwork in the Farmington Room. May displayed the newly selected frame for the watercolors that will be displayed at the main Library. The board was pleased with the esthetics of the selected framing. May and Todd continue to refrain the remaining watercolors.

Facilities Management - See Director's Report above.

Old Business: See Chair's Report above.

New Business:

Alan moved and Brenda seconded the approval to close of the Library for staff development on August 16, 2019.

Barney concerts on the lawn will be held on June 25, July 16 and August 13, 2019. Jorie moved and Lisa seconded to keep the Barney open for these concerts.

Friends:

Lisa reported that the Friends had a successful Book sale and made about \$12,000 on the books and baked goods. Many charities come at the end of the books sales and take hundreds of books for their use. The Friends are looking for more members and ideas for other fund raising opportunities. Please funnel suggestions to Lisa and Linda.

Meeting was adjourned to executive session at 8:32 pm.

Next meeting = May 22, 2019

Respectfully Submitted by Jadwiga, Secretary