

Farmington Libraries since 1901
Library Board Minutes
May 22, 2019

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

Absent: Kelly Cruess, Allison deVaux **Resigned:** Kelly Cruess

Quorum: A quorum was determined and the meeting was convened at 7:04 PM by Lori.

Approval of Minutes:

The minutes of April 17, 2019 were reviewed and approved with correction of typos. Jorie moved and Andy seconded the approval.

Chair's Report: Lori welcomed Ram as a new Library Board Member and FVGLA Trustee.

Lori informed the Board that the Executive Director Evaluation Form has been emailed to each Board member and requested that it be completed and returned to her as soon as possible.

The bylaws review is being tabled until the next meeting. Laura received an email from an individual who is interested in serving on the Library Board. Lori and Mike Gurski will meet with this individual and report back to the Board.

Due to time constraints, Kelly Cruess has resigned from the Board. The Board thanks her for her service and asks that she consider serving again when her schedule permits. Lori asked for input regarding the ideal number of Board members. After a short discussion there was a consensus that 11-12 would be a workable number.

Metrics: The metrics are trending as expected. The three-year trending snapshot is most helpful for identifying trends. EBooks continue to show strong utilization.

Long-Range Plan: Laura referred the group to the report in the packet.

Director's Report:

Laura highlighted the items in the written report that was sent to the Board. She discussed the staff presentations at professional conferences and the streaming of programs on Facebook Live. She informed the Board that the Library is moving forward with the new phone system which will cost just under \$25,000. Everyone is excited about the increased functionality and reliability of the system. It is the same system as the Town is using so routine technical support will be handled in-house. Please be aware that everyone's extension numbers will be changing.

Bernie has decided to retire after a nine-year tenure at the Library. She will be missed! Bernie has prepared a transition document for her successor. A staff only luncheon is being held to bid her adieu. The Board wished to add a gift card for Bernie as a token of its appreciation for all the help that she has rendered and continues to do so to the Board. Laura will be filling the vacancy with an internal posting. Monique Kucia will become full-time, Caroline Ford will assume some of Bernie's duties and more information on staffing will be shared at future meetings.

The new director of Children's Services is doing a great job with programming and building teamwork among her staff.

Some exterior woodwork painting is needed at the Barney Library. Laura is in the process of determining the extent of this work.

Budget reallocation and Consolidation of budget Lines:

Laura continues to work on making the budget report more reflective of actual spending and will be briefing the Board as decisions are made. Alan asked if Laura will also include a reporting format for the special funds. Laura reported that other libraries have a finance committee to review investments and special funds with the Director and a similar arrangement may be appropriate in Farmington. As the Board acquires more members with financial skill sets, that may be a possibility. At present the Library needs a financial policy. Laura is gathering sample policies from other libraries to

begin writing a policy for the Board's review. Lori and Laura met with Mike Gurski and Mike Schloss about the endowment to better understand the capital expenses funding.

Telecommunications System Upgrade Update – see director's Report above

Special Committees:

Farmington Room - Andy reported that he has begun reviewing the various materials in the Farmington Room to determine their relevance to the collection. The Farmington Room Policy Manual also is in need of updating. The policy updates are a priority at this time. More to come.

Library Art - Auction was held and all deaccessioned items were sold. The check has been received. Andy will be following up with the restoration of identified pieces. He reported that the previous assessments of restoration costs are still relevant for two of the paintings. Tom Yost (the restorer) submitted updated numbers for the remaining pieces. Andy submitted a written copy of the restoration quotes to Lori. The Board is in agreement to proceed with the restoration as funding allows. Andy will deliver the paintings to Tom to be repaired. Laura and Andy will track the restoration work. Alan moved and Andy seconded the approval to proceed with the restoration.

May reported that the last RJ Holden painting is being reframed.

Facilities Management - See Director's Report in the packet.

Old Business:

The quilt cleaning project has identified some conflicting suggestions from experts on the cleaning process and if cleaning is even necessary. Until a new Art Committee is identified this issue will be tabled.

Friends: No report today.

Meeting was adjourned at 8:17 pm.

Next meeting = June 19, 2019. A light dinner will be served at 6 PM

Respectfully Submitted by Jadwiga, Secretary