Farmington Libraries since 1901
Library Board Minutes
September 18, 2019

Attendees: Lori Yu, Jorie Andrews, Andy Baron, JoAnn Cephas, Lisa Warner, Jadwiga Gocłowski, Laura Horn, Edward Giannaros, Brenda Gurski, Gary Palumbo, John Teahan

Absent: Ram Gopalan, Matthew Sweeney

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

Approval of Minutes:
The minutes of June 19, 2019 were reviewed and approved. Andy moved and Lisa seconded the approval.

Chair’s Report:
Lori welcomed everyone especially the new members. She notified the group that an additional board member, Matthew Sweeney, will be joining us at future meetings. Lori read a thank you note received from Bernie for the retirement gift the Board gave her. She is doing well and enjoying her retirement.

Lori highlighted a few items that are on the Board’s agenda for this year: establishing two new committees (finance and policy), library policy review and update, development of the strategic framework, and long-term planning for capital improvements.

Metrics and Long-Range Plan:
Laura reviewed the trends and noted some down trending in a couple of categories. Due to the new catalogue system the reporting modules are still being tweaked. The collection and item codes are different from the current data collection system perhaps explaining the down trend in the circulation category of the metrics. Future trends will be monitored to be sure the data collection and reporting parameters are standardized.

The progress on the long-term plan has been positive. Programming over the summer was also very successful, especially the Teen Iron Chef and Mindfulness Programs.

Director’s Report:
Laura distributed the Annual Report to the Board and indicated that the past year had been a success overall. She commended the work of the staff throughout the year and also on producing this very professional report. John inquired about the room reservation process/fees for patrons, individuals at large, and not for profits and businesses. Businesses usually pay a fee for the use of the rooms and reservations can be made online.

Budget:
Laura reviewed the budget report and noted that spending is on target with expectations. Lori suggested that color highlighting be used to indicate any deviations on future reports.

Special projects:
Teen Space Update: Laura distributed a schematic of the new teen space and described the new layout and furniture. The old furniture will be sold and donated to maximize reuse. The remodeling is a result of input from teens and the decline of utilization of this space by teens in recent history. The new furniture purchase is included in the current equipment budget line. Promotion of the new space will be done in partnership with the high school. To measure the success of the new space a repeat survey of the teens will be conducted. The Teen Advisory Council will be reestablished to provide continuous input from the users.

Strategic Framework: Lori collected the completed surveys from the Board. The responses will be analyzed as input for strategic framework development along with data from other sources and activities. Laura reported on input from the staff at the staff retreat. "Community Conversations" will be held in October and November including focus groups, and one-on-
one conversations between staff and patrons at service points. ESL class participants will be canvassed for input on their library needs. Board Members are invited to participate in any or all of these outreach and data collection activities.

Policies:

Laura distributed an updated personnel policy which states comp time must be used within the year. Sick time will continue to accrue. An attire and grooming section was revised to assure a more professional dress code at work.

Library Patio Use – Two weddings and other events were held on the Patio this summer. No requests for such use were received by the library. The Policy Committee will discuss this further.

Special Committees:

*Farmington Room - Laura* distributed the 2018-19 utilization and update report for the Room. Over 115 requests were handled. An inventory was completed. Scanning and verification of the documents has begun and plans for more graduate student assistance are in place.

*Library Art - The two Charles Foster paintings have returned from repair and await hanging. Jori suggested that EBK Framing be contacted for hanging assistance. JoAnne offered to lead the Art Committee. Please let JoAnn know if you are interested in joining her in these efforts.*

*Facilities Management – Laura informed the Board of a boiler problem at Barney. Three faulty tubes were discovered after a leakage incident. Laura contacted a contractor who was confident that they would be able to plug the tubes greatly extending the life of the unit. However, additional tubes may fail in the future, as this is a known issue with this particular model. A long term solution is being discussed with the boiler company. Stay tuned for further updates.*

**Old Business:** None today

**New Business:**

The stained carpeting in the lobby/children’s room continues to be an eyesore. Laura continues to work with the custodial service and the carpet company to identify a sustainable solution. The carpet company has not been overly responsive. Lori announced the establishment of two new committees: Policy and Finance. JoAnn and Lisa volunteered for the Policy committee and Brenda and Matthew for Finance. Please let Lori know if you are interested in joining either of these Committees.

2020 Close Days – The list was reviewed and approved. Andy moved and Gary seconded.

**Friends:**

Lisa reported that the Friends are piloting a new fundraising event by partnering with two local restaurants. If you dine in those restaurants and identify yourself as a Friend of the Library a portion of the proceeds will be donated to the Friends.

The next Book Sale will be in November. She also raised the issue of cleanliness in the back room. Laura has been working with the custodial service to address this neglect.

Meeting was adjourned at 8:47 pm.

**Next meeting = October 16, 2019. See you then!**

Respectfully Submitted by Jadwiga, Secretary