Farmington Libraries since 1901
Library Board Minutes
November 20, 2019

Attendees: Lori Yu, Jori Andrews, Andy Baron, JoAnn Cephas, Caroline Ford, Edward Giannaros, Jadwiga Goclawski, Ram Gopalan, Brenda Gurski, Laura Horn, Gary Palumbo, Mathew Sweeney, John Teahan, Lisa Warner

Absent: None

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

Approval of Minutes:
The minutes of October 16, 2019 were reviewed and approved. Andy moved and Jori seconded the approval.

Chair’s Report:

Lori welcomed everyone and thanked those that attended the FVGLA meeting. She reminded everyone of the FVGLA Gala to be held on the 1st Friday of December and encouraged everyone to attend this festive event. Please consider bringing a donation of an appetizer or a monetary contribution to offset the cost.

On October 22 Lori conducted an in-service for the Library staff on bloodborne pathogens. It was well received. The next steps are to put together a cleaning policy and procedure for staff to follow.

At our last Board Meeting the topic of The Friends’ annual “Giving Tree” was brought to our attention. Over the past several years, the Friends have been collecting books for holiday giving through a program organized by The Catholic Charities. The books are gifted to children in Hartford. Laura reported that the Friends set up a snowman display in place of a tree in the Libraries to kick off the book collection this year. Board members expressed support for the display.

On behalf of the Board, Lori congratulated Ed and Gary on their election to the Town Council and invited both to continue their attendance and contributions to the Board.

Metrics and Long-Range Plan:

Metrics are trending as expected. Ram noted that the “circulation” statistics have been slightly below previous years. Laura noted that these trends are consistent with national statistics and reflect the increased utilization of electronic media.

Caroline highlighted the recent Long Range Plan accomplishments and referenced the written report found in the Board’s packet.

Director’s Report:

Laura informed the Board of the recognition given to the Library by the Farmington Garden Club for the Library’s rose and perennial gardens. This was one of three awards given by the club for beautiful gardens in Farmington this year. Laura thanked the volunteers for their work on the gardens and noted that Barbara Javarone, (coordinator of the garden volunteers) was present at the award ceremony.

The staff wellness initiative has begun in the Library. An informational folder has been developed for staff use and reference. It is believed that these wellness activities will bring staff from different departments together and increase cross departmental collaboration.

There was a roof leak over Study Room Four. A temporary patch was initially put in place by Eagle Rivet Roofing, but was replaced with a permanent repair a few days later when the surface dried out. ServPro was contracted to remove all moisture from the carpeting and wall. The roof is aging and annual inspections have been conducted with no deficiencies identified. A brief discussion ensued regarding the replacement plans for the roof in the near future. John inquired about the response protocol to an emergency issue such as the leaky roof since there is no library maintenance staff. Laura responded that current administration staff is expected to take appropriate steps to respond and the Library would rely on the collaboration with town employees as well as service contractors.
Laura requested input from the Board regarding her plans to replace computers for the Teen Space. She presented three quotes and described their benefits. The current computers are Windows 7 based and will not be supported in 2020. Her recommendation is to go with the option that allows us to build the computers on-site as we have expertise in house. Collaborating with the Town’s IT Manager to build the systems in-house will offer greater flexibility and autonomy in maintaining the systems going forward.

Budget:

Laura reviewed the updated proposed budget for 2021 which included the new figure for the anticipated endowment distribution. The additional anticipated funds were allocated to building repair and maintenance to cover the addition of a full lawn service contract for the Barney Library; to health insurance to cover rising costs; and to materials to cover rising e-book costs.

Special projects:

Teen Space Update: See Director’s Report above.

Strategic Framework: The data collection phase is almost completed. Preliminary data analysis has begun. After that the drafting of the strategic plan will begin. Laura requested participation of the Board in this process at this time and invited anyone interested to attend the next strategic plan meeting. Lori will be attending and others expressed interest.

Special Committees:

Farmington Room – No updates today.

Library Art - No updates today.

Facilities Management

Gary, Caroline, and Laura led the discussion regarding the sample pavers for the entrance to the library. Laura distributed the various quotes that she had received from vendors for review. Gary stressed that the installation of the multilayer base for the pavers is most critical. There was consensus that the non-permeable, larger blocks would give the entrance patio more durability and stability. Repairing the loose pavers for the winter may be the best option at this time as installation of the new pavers would be better in the spring when temperatures are favorable. It was proposed at this time that the Library Board approve the quote as provided by J.F. Comer Landscape Design for the installation of the Unilock “Town Hall” pavers to be completed in spring 2020 not to exceed $30K, with temporary patches to be made by the contractor this fall to ensure safety throughout the winter. Brenda moved and Andy seconded this plan of action. Updates regarding work progress will be provided.

Estimates for cleaning and replacing the carpeting in the lobby and children’s room were reviewed. A variety of carpet sample colors and textures were presented to the Board. Agreement was reached to have the carpeting professionally cleaned first and postpone replacement, if needed, until the spring. Laura will obtain revised cleaning quotes with specific attention paid to green cleaning options and the safety of the chemicals to be used.

Policy Committee

The draft Internet use policy was discussed and approved. Ram moved and Lisa seconded the approval.

Old Business: None today

New Business:

The requests to serving alcohol at the the FVGLA Gala and the Farmington Garden Club’s Auction were approved. Lisa moved and Brenda seconded the approvals.

Friends: Lisa reported that the November book sale yielded about $5,300 and the new “Dine Out” initiative brought in about $450, a good showing for a first time initiative.

Meeting was adjourned at 8:54 pm.

Next meeting = December 18, 2019. Dinner at 6pm and meeting at 7pm.

Respectfully Submitted by Jadwiga, Secretary