Farmington Libraries since 1901
Library Board Minutes
October 16, 2019

Attendees: Lori Yu, JoAnn Cephas, Caroline Ford, Jadwiga Goclowski, Laura Horn, Brenda Gurski, Gary Palumbo, Mathew Sweeney, John Teahan,

Absent: Jorie Andrews, Andy Baron, Edward Giannaros, Ram Gopalan, Lisa Warner

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

Approval of Minutes:
The minutes of September 18, 2019 were reviewed and approved. Gary moved and Mathew seconded the approval.

Chair’s Report:
Lori welcomed everyone especially our new member Mathew. Lori announced the 2019 Leadership Conference for Library Boards will be held on November 8 at the University of Hartford. She circulated the flyer and invited members to attend as she will not be able to attend. Laura will be attending. Please let Laura know if you are interested as the response is due by Friday, October 25.

Lori informed the Board that she will be offering a staff training session on infection control and OSHA Standards for Bloodborne Pathogens measures to the library staff on 10/22/19.

Metrics and Long-Range Plan:
Caroline reviewed the trends and noted some upward and downward trending. Due to the implementation of the new catalog system the reporting modules are still being tweaked. The collection and item codes are different from the current data collection system and some aberrant trends may appear on the metrics until the system is fully implemented.

There continues to be progress on the long term plan. The startup of Tweens programming has begun and attendance at other offerings has been positive. "Afternoon Tea" with a speaker at Barney was a success.

Director’s Report:
Laura described the 20 “Sprout Early Learning Backpacks” that have been acquired by the Library. Each backpack has a different theme and contains guidelines for caregivers to maximize learning for the child.

Patricia Brady-Lux, Children’s Services Assistant, started the new Homeschool Connection program that facilitates connections between local homeschool families, while offering the opportunity to explore current library offerings and to inform future library programs and resources geared towards homeschool families.

The Barney boiler has been fixed and the current service contractor will continue to maintain.

Ongoing discussions with carpet vendors and cleaners are taking place including quotes for possible replacement, cleaning and repair. The newly framed and repaired artwork from the Libraries collection will be professionally hung in the coming weeks.

Quotes for repair and/or replacement of pavers/bricks at the front entrance were shared with the Board. Gary offered to review the various quotes and work with Laura to move the project forward. Work on the pavers cannot be done once a hard freeze is in place. Weather permitting the paver project would be done before the carpeting project. Stay tuned for more.

Budget:
Laura reviewed the proposed budget for 2021 and highlighted updates/requests. The overall increase over the current budget is just under 2%. The health insurance line shows the greatest increase in the proposed budget. John moved and JoAnn seconded the approval of the proposed 2021 budget.
Special projects:

Teen Space Update: Laura reported that the furniture for the Teen Space has been ordered and is expected to be in place after the new year.

Strategic Framework: Surveys soliciting input have been circulated to community organizations. The next steps will include the compilation and review of the results by the library leadership team. Stay tuned for more updates.

Special Committees:

Farmington Room – No updates today.

Library Art - Lori informed the group that preliminary review of the existing inventory spreadsheet indicates a need for some revision. It is proposed that a separate spreadsheet be created for deaccessed items and a simpler format be adapted for the inventory spreadsheet itself. The art committee will explore options for updating the appraised value of the Libraires collection.

Facilities Management – See under “director’s report” above.

Policy Committee – The committee met last week and determined that several policies need updating and subsequent board approval. Laura walked the Board through the personnel policy revisions and the internet policy draft that were sent to the Board with the monthly packet. The personnel policy was approved as revised. Brenda moved and Mathew seconded the approval. Laura indicated that the internet policy was taken from the samples on the State Library’s website and tailored for application to the Farmington Libraries. Please review for future discussion and acceptance.

Old Business: None today

New Business:

Laura informed the Board of an issue brought to her by the Friends. Through the years the Friends have set up a “Giving Tree” in the lobby to collect donated books for children to be distributed by Catholic Charities. The Friends have begun work on establishing bylaws for the group and wondered if this activity, in particular, is consistent with the Friends’ mission as stated in the FVGLA Bylaws. Some discussion ensued and the majority of the Board thought that this is an issue for the Friends to decide. Lori suggested that we give some thought to this for further discussion at a future meeting.

Friends: A new fund raiser is being launched in partnership with two local restaurants. A portion of the proceeds, from those restaurants on specified days, will be given to the Friends. Please patronize those restaurants on those days. Brenda will forward the flyer about the event. Preparations for the November Book Sale are in full swing. Volunteers are still needed. Please sign up, pass on the word and come shop on November 15 and 16.

Meeting was adjourned at 8:54 pm.

Next meeting = November 20, 2019. See you then!

Respectfully Submitted by Jadwiga, Secretary