

**Farmington Libraries since 1901**  
Library Board Minutes  
April 15, 2020

**Attendees:** Lori Yu, Jorie Andrews, Andy Baron, JoAnn Cephas, Richard Conroy, Jadwiga Gocłowski, Ram Gopalan, Brenda Gurski, Gary Palumbo, Mathew Sweeney, John Teahan, Lisa Warner, Mike Gurski

**Absent:** Caroline Ford

**Quorum:** A quorum was determined, and the telephone meeting was called to order at 7:06 PM by Lori.

**Approval of Minutes:**

The minutes of March 18, 2020 were reviewed and approved. Ram moved and Matt seconded the approval.

**Chair's Report:**

Lori thanked Richard and the Library Staff for exemplary performance over the past month during these difficult times. The Libraries' internet resources are very helpful to the Town and its patrons. Essential services continue to be managed by staff from home and short stints in person as needed. Greg, Caroline, Monique, and Richard are coming into the buildings, as necessary. Greg has been assessing maintenance needs and performing projects as scheduled and as needed. More on this later in the meeting.

**Metrics and Long-Range Plan Highlights:**

Metrics are trending as expected. It was noted that the eBooks statistic rose over the month as expected and the other categories have decreased due to library closure. Patrons may email the library their questions regarding issues with electronic services provided by the Library.

**Director's Report:**

Discretionary spending has been halted and revenue sources such as fines, passport fees, and room rentals have been lost due to the closure.

The most regrettable and difficult decision so far has been to furlough PT staff beginning 4/17/2020. The Library has 23PT and 14FT positions. Several staff members requested explanations from Richard and Lori as to why this decision was made. The decision was made based on the uncertainty of a target date for reopening, decreased revenue, and budget uncertainty for the upcoming year. Budget adjustments are necessary to cover the increased demand for eBooks and an increase in supplies required for reopening, such as personal protection equipment and sanitizing products.

The furloughed staff will be eligible for unemployment benefits and the federal relief funds. Full time staff will continue to work from home and the number of workdays per week may be adjusted, as necessary. Richard cut his hours to two days per week.

Greg has been working hard on various building projects. He has completed an assessment of maintenance needs and submitted a report listing necessary remediation and/or action.

Richard has been keeping abreast of other libraries' plans for the eventual reopening of libraries and potential implications for operating procedures in light of COVID-19 impact. It is already clear that PPEs will be required for staff. Greg has also compiled a list of cleaning and sanitizing materials needed. Ordering of these essentials is

underway. At this time, a total building sanitation is not expected to be needed since the building has been closed for a month.

Given the increase in demand for electronic resources from the library, the collection of eBooks and online streaming capacity need to increase. The libraries do not get a discounted rate for eBooks which also impacts the current budget.

### **Budget:**

The budget reflects spending as expected especially for contractual items. Spending on eBooks, sanitation supplies and building maintenance have increased. Job vacancies will remain open until a clearer picture emerges for reopening and the budget. See more details under Director's Report above. The Town Council will be setting the budget for FY21 on May 12.

### **Special projects:**

The paving project for the front of the Library has begun. Gary reported that laying of the pavers is scheduled for next week given the favorable weather forecast.

### **Special Committees:**

*Farmington Room* - No update today.

*Facilities Management* - Lori reported that Greg's work has been terrific. He is ultra-conscientious and hardworking, and keeps Caroline, Richard and Lori updated on identified needs as well as accomplishments. His assessment resulted in a comprehensive report on necessary maintenance projects and upgrades. Gary has made a preliminary review of the report and found it to be consistent with some of his own observations.

An electrical contractor has repaired electrical components and replaced batteries in emergency lighting fixtures. The assessment report suggests migration to LED lighting throughout the library would improve the function and decrease utility bills over time. After a brief discussion Lori summarized the Board's decision to proceed with this improvement. Richard and Gary will follow up and keep the Board upraised with next steps.

Greg is waiting for parts for the boiler and in the meanwhile is monitoring the temperature via an app on his smartphone. This is another example of his resourcefulness and initiative.

An ongoing maintenance contract is needed for the boiler and AC systems. Richard and Greg will follow up on the acquisition of such a contract and report back to the Board in May.

Greg has completed his painting project inside the Barney and expressed some concern about lead paint on the outside of the building. Mike Gurski offered that during the last renovation of the Barney all lead paint had been remediated so it should not be an issue now.

Greg will proceed with power washing of the exterior of Barney and will assess the condition of the walls after that. Greg also identified the maintenance needed for the gardens at Barney. Some bushes are overgrown, and beds are full of weeds. Mike Gurski suggested that contact be made with George Reider, who funded and set up a maintenance fund for the garden in the memory of his son, before any work is done. Lori and Richard will follow up with George.

*Search Committee* – Jorie reported that the Committee has met, the posting is up, and applications are coming in. Richard added that there are two current Library Directors that have expressed interest in Farmington.

**Old Business:** Lori suggested the following policy change to in the Personnel Policy Handbook:

Under the Announcement of Work Cancellation on page 3, Section I bullet point #2, to be reworded to read:

*"If the Library is closed because of weather or interruption of utilities, full and part-time staff will be paid for the hours they are normally scheduled to work up to seven consecutive work days. If the Library is closed for other*

*emergencies or unforeseen circumstances beyond seven consecutive workdays, compensation will be determined by the Executive Director and the Library Board.”*

A discussion ensued and the Board voted in favor of the policy change. Lori moved and Brenda seconded the motion.

Lori also suggested a review of Disciplinary Actions and the Employee Complaint Procedure listed in the Employee Personnel Handbook. A discussion ensued and Jorie suggested tabling any further discussion until the fall when a permanent Executive Director is in place. The Board agreed.

**Friends:** No updates today.

**Public comment:** None

**Adjournment:**

Telephone meeting was adjourned at 8:35pm. Jorie moved and Brenda seconded the adjournment.

**Next meeting = May 20, 2020 videoconference at 7:00 pm.**

Respectfully Submitted by Jadwiga, Secretary