

Farmington Libraries since 1901
Library Board Minutes
February 19, 2020

Attendees: Lori Yu, Andy Baron, JoAnn Cephas, Caroline Ford, Jadwiga Gocłowski, Brenda Gurski, Laura Horn, Gary Palumbo, Lisa Warner, Mike Gurski,

Absent: Jorie Andrews, Ram Gopalan, Mathew Sweeney, John Teahan

Quorum: A quorum was determined, and the meeting was convened by Lori at 7:40 PM, following a Board tour of the Main Library.

Approval of Minutes:

The minutes of January 15, 2020 were reviewed and approved. Andy moved and Lisa seconded the approval.

Chair's Report:

Lori acknowledged Laura's resignation and stated that the Board was sorry to see Laura go. Lori presented a parting gift and thanked Laura for her nine years of service and numerous accomplishments. On behalf of the Board Lori expressed appreciation to Laura for all that she has accomplished for the Libraries, her vision and creativity in serving the patrons of the Libraries.

Laura thanked the Board for the opportunity to serve as the Library Director and working with the Board. She stated that it is time for her to move on and that she was looking forward to new opportunities and spending more time with her young family. She informed the Board that she has been working on numerous transition documents to assist the Board, interim and new directors in their management of the Library. She stated that she will continue her transition activities after the planned vacation that she was taking next week.

Lori informed Laura that the Board agreed to give Laura her last three days off, so there was no need for her to return to her position after the vacation.

Lori stated that the most pressing issue to cover for the Library is the presentation of the 2021 Budget to the Town Council. Laura indicated that she had prepared a power point presentation and will leave that with Caroline to be used at the Board's discretion. In addition, Leah had prepared a comprehensive statistical report on the Library that has been published and can be a helpful handout at the presentation. Andy suggested that the annual report also be used as a handout to the Town Council. Gary stressed that the presentation be done at a high level with a minimum of details as the Library Budget is only a one line item in the town budget.

Lori informed the Board that Leah is leaving as of 3/18/2020 and is in the process of delegating some of her functions to various staff. Leah too is planning to leave a written transition document for her scope of responsibilities. Thank you Leah; your thoughtfulness and services are most appreciated.

Caroline Ford has agreed to be the point person for staff as issues arise in the day to day functioning of the Library. Thank you Caroline.

Andy asked who had been responsible for preparing the report to the State. Caroline has been preparing these detailed reports historically and is going to continue to prepare them going forward. This report is due to the State in November. The state then posts a compiled report of these statistics on their website in January of each year.

Metrics and Long-Range Plan Highlights:

Metrics are trending as expected. EBook utilization continues to increase. There were no updates on the Long Range Plan today.

Director's Report:

Laura informed the Board that there are dollars set aside to proceed with the carpet replacement in the Hoppin Gallery at Barney Library. Two samples of carpet have been received and need to be reviewed. Caroline has the contact information for the vendor once decisions are made on the carpeting.

Replacing staff chairs has been on Laura's to do list. Some of these are overdue for replacement and the rest have outlasted their life expectancy. There are about 22 chairs that need replacing. Money is available in the budget and needs to be dispersed within this budget period. Two sample chairs have been obtained and the staff is trying them out at this time. Caroline can provide specifics to the Board on this project to move it along.

Some of the chairs in the children's department are cracking and also need replacing. Caroline can obtain more information on these chairs so that the Board can approve the expenditure.

The full time maintenance person has been hired. He comes with solid experience from Winding Trails and will start his position on Monday, February 24. Greg's hours will be 7:30am – 3:30pm. The part-time office assistant has also been hired and will be working with Monique. Leah's position, Manager of Marketing and Community Engagement, has not yet been posted. Terry Matava, Interlibrary Loan Librarian, is cutting back to a part time position at the Library.

The Library website has been maintained by Leah and Laura. Caroline will work with Leah and learn the process for posting announcements on the website banner to tide the Library over until permanent maintenance and oversight is assigned.

There are currently three notary publics on staff: Terry Matava, Anna Boisvert and Christine Edgar.

For more comments from the Director please see Chair's report above.

Budget:

Spending is on target. The Board will continue monitoring to assure spending and projected expenses are on track.

Special projects: No updates today.

Special Committees:

Farmington Room - The draft Deaccession Policy was reviewed and approved. The sentence, "Nothing from the Archives or Locked Case Collection can be deaccessioned without the approval of the Board" was added to the draft policy under the "Decision Process" paragraph. Lisa moved and Brenda seconded.

Caroline informed the group that after the first quick look at the Farmington Room holdings, a cart of items for deaccession has been identified. She will be available to work with the committee as needed.

Policy Committee – The addendum for the Purchasing Policy (Section IV. Purchasing Guidelines, A. General Guidelines, #6.) was reviewed and approved. The addition of "superordinate" was added to the addendum's second to the last sentence to read, "If any gifts of greater value are received, they should be reported to a *superordinate* and returned to the vendor with a polite explanation." Lisa moved and Brenda seconded the motion.

Facilities Management - Caroline reported that the heater in the Friend's work room has broken and a vendor has been contacted to repair or replace it. Without it the workspace is not usable in cold weather. Funds are available in the maintenance budget line for this repair/replacement.

Art Committee - Lori thanked Gary for inspiring the Board last year to preserve the collection of RJ Holden watercolors which have been re-matted and framed and are now displayed in the Board Room for all to admire.

Old Business: None at this meeting

New Business: None today

Friends: Lisa informed the Board of the passing of Holly Walden, the Friends treasurer, and thanked Brenda for taking on the treasurer position. She also reminded everyone of the March Gardening Book Sale and the April Annual Book Sale. As always, volunteers are requested for the set up and sale.

Mike Gurski thanked Laura for her years of service to the Library and Farmington residents. He wished her well in her future endeavors on behalf of the FVGLA and all those who have had the pleasure of working with her. He encouraged her to stay active in the Farmington Community.

Public comment: None

Meeting was adjourned at 8:50pm. Brenda moved and Lisa seconded the adjournment.

Next meeting = March 18, 2020 will begin in the Farmington Room at 7:00 pm.

Respectfully Submitted by Jadwiga, Secretary