

**Farmington Libraries since 1901**  
Library Board Minutes  
March 18, 2020

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

**Absent:** Gary Palumbo

**Quorum:** A quorum was determined and the telephone meeting was called to order at 7:02 PM by Lori.

**Approval of Minutes:**

The minutes of February 19, 2020 were reviewed and approved. Andy moved and Lisa seconded the approval.

**Chair's Report:**

Lori welcomed Richard Conroy as the new Interim Director of the Library. She gave a special thank you to the staff and Caroline for their outstanding performance under such trying and difficult times. Their work has been beyond all expectations and Richard has hit the ground running.

Beginning Friday, March, March 13 at 5:00 PM, the Library was closed to the public given the statewide precautions due to the coronavirus. Caroline reported that, as a result of the posted closing notice, the volume of requests and patrons increased dramatically on Friday afternoon.

The Budget presentation at the Town Council went well on March 12 and the Libraries' proposed budget was temporarily approved pending a final review by the town council followed by the town referendum.

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

Metrics are trending as expected. Richard observed that the door count is most impressive. There were no updates on the Long Range Plan today.

**Director's Report:**

Richard noted that today was Leah's last day and although some of her major functions have been reassigned it is important to fill her position. The budget allows for her replacement, in addition to the bump of Tara's position to full time. Caroline added that the budget is on point and no overspending is projected in any line items at this time.

Richard informed the Board that he has instituted a buying freeze. He will be signing off on all purchases going forward. He thanked the staff for their help and support as he is getting up-to-speed on all library matters. During the closing, the library is being readied for increased demands once it is open again. Richard asked that Caroline leave the call at this time in order to proceed with a discussion pertaining to staff compensation.

Richard has reached out to other area libraries regarding their practices and will continue to coordinate the business logistics through these pandemic circumstances. As of tomorrow only six staff will be working in shifts of three in AM and three in the PM at our main Library. These staff are Richard, Caroline, Monique, Erica, Karen and Greg. Lori reminded the group that all staff will be receiving their usual pay through the end of June regardless of their work hours on site, based on the budget as it currently stands.

Barney will be closed. John inquired about the security system at Barney during this closure. Richard responded that the current security system is connected to the police and Greg will be making periodic visits during his

routine work at The Barney. Due to sanitary considerations the book drop is closed until further notice. The automated return notices have been disabled on the library website.

Lori informed the Board that the search for a permanent Library Director is still on the table. A committee has been formed: Nancy Nickerson, John Teahan, Jorie Andrews, Matt Sweeney, Lori Yu, and Warren Hua, the FVGLA Treasurer, and Erica Robertson, Assistant Town Manager. Richard Conroy and Susan Smyada, retired director of the Southington Library, will work with the search committee as well. Jorie will convene the first meeting and then the group will select a chairperson. The job description may need some updating and will be posted as soon as possible.

**Budget:**

Spending is on target. See more details under Director's Report above.

**Special projects:** No updates today.

**Special Committees:**

*Farmington Room* - No update today.

*Facilities Management* - Caroline will obtain at least three bids for the carpeting project at Barney. Greg will be doing some painting at the Barney before and perhaps after the carpeting is installed. He and Richard will be prioritizing a "to do" list for all the needed maintenance work. Greg has been exceptionally busy with routine maintenance activities that have been somewhat neglected in the past.

**Old Business:** None at this meeting

**New Business:** None today

**Friends:** No updates today.

**Public comment:** None

Telephone meeting was adjourned at 7:55pm. JoAnn moved and Andy seconded the adjournment. Lori reminded the group that we will continue conference calls until further notice.

**Next meeting = April 15, 2020 teleconference at 7:00 pm.**

Respectfully Submitted by Jadwiga, Secretary