

Farmington Libraries since 1901
Library Board Minutes
May 20, 2020

Attendees: Lori Yu, Jorie Andrews, Andy Baron, JoAnn Cephas, Richard Conroy, Caroline Ford, Jadwiga Goclowski, Brenda and Michael Gurski, Gary Palumbo, Mathew Sweeney, John Teahan, Lisa Warner

Absent: Ram Gopalan

Quorum: A quorum was determined. The ZOOM meeting was called to order at 7:00 PM by Lori.

Approval of Minutes:

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

Chair's Report:

Lori thanked Richard and the library staff for doing an amazing job during these difficult times. The internet presence of the Library is very helpful to the town and patrons. Essential services continue to be managed by staff from home and short stints in person as needed.

Metrics and Long-Range Plan Highlights:

Metrics are trending as expected and based on the shutdown. 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 and virtual activities continue to be posted on the Library website.

Director's Report:

Richard thanked Caroline and the rest of the staff for their exemplary work during these challenging times. Greg's report is in the packet and is self-evident of the great work that he is doing. Part time staff are still furloughed. The staff will begin to be called back next week. There is some concern from the staff regarding their safety upon returning to work. Curb-side service will begin on May 28th. Announcements will be posted on the internet and in various newsletters/newspapers. The PPEs and thermal thermometers for staff's use are in place and the protocols for workflows have been written. Richard suggested welcome back appreciation packets for the staff to enhance the back to work process.

Special projects:

The paving project for the front of the Library has been completed. Some Board members noted that leveling of some of the pavers is needed. Lori and Mike Gurski will follow up with the paver contractor. Lori added that the building maintenance issues identified by Greg need to be addressed. She would like to have a plan in place before the end of her term to address those issues. Richard, Lori, Gary, and Greg will be meeting to begin drafting such a plan. The budget impact of these issues is significant, however, there is some flexibility in the budget to address them. More to come.

Lori informed the Board that a family would like to make a donation to the library and have a room named after their loved one. Some discussion ensued and given that there are no rooms available that have not been named already, this did not seem like a request that could be honored. The Board was in favor of honoring and receiving

gifts/donations to the Library and wanted to encourage such actions by patrons. Richard suggested that a "naming wall" be considered to recognize such donations. The Board unanimously supported his suggestion going forward. Lori asked for volunteers to work on establishing such a wall. Richard suggested that we table this until the new Director is in place. The Board agreed to table this project until the new Director is on board. Lori will ask Terry Roberts to follow up with the requesting family.

Special Committees:

Farmington Room - Andy updated the Board on the SWH Anniversary celebration plans. A loan request for a book from the Farmington Room to be displayed during the celebration has come in. The book is in a very fragile state yet very appropriate to be displayed at this celebration. Jorie added that since we have a policy and a process for making such loans, it should not be a problem if the policy is followed. There was general agreement among the Board to proceed with the book loan.

Facilities Management - See above.

Search Committee – Jorie reported that the Search Committee for a new Executive Director has four semi-finalists, out of twelve applicants, scheduled for second interviews. She thanked Richard for his contributions to the process. The Committee expects to have a decision by July.

Old Business:

Lori reminded the Board of the upcoming trustee changes to the Board. Jorie will be taking over the Chairperson's role on July 1 and Maureen Bittner is rotating back on to the Board. Brenda will be completing her term.

Friends: Lisa reported that The Friends are also on hold due to the Library closure. No fundraising is possible without book donations and physical access to the Library by The Friends. Existing requests from the Library Staff are being considered and will be acted upon to the extent of available funds. Richard added that he is keeping in contact with The Friends during their "parking lot" meetings.

Public comment: None

Adjournment:

The ZOOM meeting was adjourned at 8:20pm. Jorie moved and JoAnn seconded the adjournment.

Next meeting = June 17, 2020 via ZOOM at 7:00 pm.

Respectfully Submitted by Jadwiga, Secretary