

Farmington Libraries since 1901

Library Board Minutes

September 20, 2023

Attendees: Dana Pescatello, Linda Chapron, Norma Hartley, Henry Gu, Gary Ontko, Kate Martorelli, Ida Franklin, Vanitha Patil, Lyman Louis, Trish Garcia, Rich Olivastro, Keith Vibert

Absent: Maureen Bittner, Celia Bouza, Alan Sherman

Guests: Greg Sieklicki

Quorum: A quorum was determined. The meeting was called to order at 7:00 p.m.

Public Comment: There were no members of the public present, and consequently, no public comments were made.

Introduction: Dana expressed her gratitude for the chance to serve as the chair of the board. She warmly welcomed Jocelyn, the new executive director, and introduced Trish and Lyman as the latest additions to the board. Furthermore, she unveiled the updated Board of Trustees Binder, which includes the revised bylaws, new and updated policies, and the Calendar of Events for this year. Dana encouraged all board members to review the contents of the binder to refresh their understanding of their roles and responsibilities.

Approval of the Minutes: With one correction of misspelled name of Alan Sherman in the first page, Lyman moved, and Linda seconded approval of the minutes. By unanimous vote, the minutes were approved.

Board Chair Report: Dana reported on the establishment of a transition committee, designed to assist Jocelyn in navigating her initial six months through regular meetings and community meet-and-greet events. The first community event is scheduled for October 24th at 5:00pm, to be held at the main library. Additionally, a special 'Meet and Greet' event for teens with the director is planned for the afternoon of November 14th.

Facility Report: The board invited Greg as special guest to present the water infiltration problem at the main.

Greg led the board members around the main library building to view the problem examples that the library encountered during the last two weeks of heavy rainfall.

1. Children's program room: The library is facing a new issue in addition to the existing problems of roof and foundation water infiltration. It appears that a crack in the underground fiber optic conduit has allowed water to seep in. This water then spread into the ceiling of the children's program room, particularly when the ground was saturated with excessive rainwater. Greg has informed the board about this issue and notified Russ Arnold, the town engineer. The town has plans to address this problem by replacing the conduit in the coming weeks and raising the curb of the street above the slope where the library is situated.
2. Maintenance Room: The board was told of an incident during the recent service meter replacement project. Rainwater gushed into the room through the hole for new conduit installation. Due to the proximity to the switch box, there is a future risk that the water can

- infiltrate through the conduit and cause major damage to the switchbox and the electric system. Greg is following up with the contractor for remediation.
3. Water infiltrated through the foundation. Greg informed the board about a persistent problem affecting multiple areas of the facility, including the Maintenance room, the children's area, and the community room. The issue stems from a large area of impervious surface uphill, which causes excessive rainwater to run down the slope and hit the library building. The board was informed that the town acknowledges the library's water problem. As part of the water mitigation plan for the 1928 building, the town intends to divert the rainwater away from the slope where the library building is situated. This plan aims to address and hopefully resolve the ongoing library building foundation's water infiltration issues.
 4. Ceiling water infiltration: Greg showed the issue of aging leaky roof drain that affected the youth area persistently. It was noted that there are several more roof drains that are leaking. In total, there are 20 roof drains of the same age that require replacement.

Greg presented a Facility Conditions Assessment for both the main library building and the Barney Library. He informed the board that this assessment document is a living document, meaning it is continuously updated. It will be made available to the board for planning facility maintenance and repairs.

In addition to the water infiltration problem at the main library, Greg highlighted humidity as a key concern. He emphasized the need for a facility upkeep plan to address issues related to the aging HVAC system, water filtration, and humidity.

Furthermore, both Gary and Greg pointed out the elevated risks and costs associated with maintaining the Barney Library. These concerns underline the importance of a comprehensive and proactive approach to facility management.

Greg thanked Gary, Jocelyn and her husband, Terry and her husband, and Monique and Steve Dunn for their help during the recent water filtration incidents.

Jocelyn informed the board that Greg acquired proposals and quotes from 3 contractors for roof drain repair/replacement. Tecta America was chosen to replace the 20 roof drains at \$3950 each or all drains for the total of \$73000 plus permits. Kate/Lyman moved and the board approved Jocelyn to enter the contract with Tecta America to replace the 20 roof drains with unanimous vote.

Executive Director Report: Jocelyn reported that in her first 11 days with the library, she has been actively engaging with various aspects of the community. In addition to addressing the facility problem, she has met with individuals at the town hall and visited the high school to meet with seniors and juniors in the art department. She also plans to meet with other important organizations and community members. Her goal is to gain a comprehensive understanding of both the library and the community. This will enable her to provide meaningful recommendations to the board about the best way forward.

Jocelyn also reported that the students are going to install an art piece of ocean theme at the library in December.

Finance Report: Dana reported that the spending for the first quarter is in line with expectations. The lower percentage of personnel spending can be attributed to the September start of the director's payroll and several unfilled positions.

Dana reported that the library had \$7163 surplus with the town and the surplus will be kept at the town and be rolled over to this year's budget.

Dana introduced two motions:

1. Create the Constance Mason fund of \$50,000 (an unrestricted bequest from the late Connie Mason to the library) to be a restricted Fund for special library projects.

2. It is proposed to 1. add the unused \$20,000 from last year's water penetration project to the unspent FGLA allocation of \$209,000 for the library. 2. Set aside \$50,000 for the director's special library projects, 3. Maintain the remaining \$179,000 in endowment for upcoming capital projects. Lyman moved to approve all three proposals and the motion was seconded by Gary. The motions were approved by a unanimous vote.

Friends of the Library Report: Linda provided an overview of the Friends of the Library's activities, highlighting their successful membership drive and book sales, which raised approximately \$16,000-\$17,000 and \$30,000-\$40,000 respectively. These funds, along with the generous donation of books to various community organizations, schools, and teachers, underscore the group's commitment to supporting the mission of the library and the community.

In the previous year, the Friends contributed \$35,000 to the library, funding a range of items including museum passes, furniture, and special projects.

Looking ahead, the Friends are organizing a Beer and Wine Tasting event on October 28th at the community center. The event will feature live music by Steve Dunn and a silent auction. Board members are encouraged to attend to show their support for the Friends' ongoing efforts.

Committee report:

Art: Norma addressed the board, emphasizing the importance of promoting the upcoming art show at the community room. She also expressed optimism that progress on the display case project, which has been delayed, will resume shortly.

Tech: Henry informed the board that the installation of the self-checkout station, originally scheduled for the transition between the last fiscal year and the current one, is still pending. The delay is due to the awaited installation instructions from MK Solutions. Jocelyn has taken the initiative to follow up with Harry to understand the cause of this delay.

In addition, Henry reported that the library's multimedia upgrade project, which was put on hold last May due to budgetary constraints, is now under review again. The technology committee is currently reassessing both the needs and the available options.

Personnel: Kate informed the board that the committee had completed the Executive Director evaluation form during the previous summer. This report has been shared with all board members and has been included in the library board binder for reference.

Interim priorities and goals: Dana reviewed the interim priorities and goals. The document was put together to assist the new executive director during the transition period. Dana also reported that the transition team is examining the board structure and committee assignment to ensure that the needs of the organization are being met.

Adjournment: The meeting was adjourned at 8:50pm. Gary moved to adjourn, seconded by Lyman.

Next meeting October 18, 2023, at 7:00pm