

**Farmington Libraries since 1901**  
**Library Board Minutes**  
January 20, 2021

**Attendees:** Jorie Andrews, Chris Lindquist, Andy Baron, JoAnn Cephas, Matthew Sweeney, Lisa Warner, Alex Thomas, John Teahan, Harry Trider, Caroline Ford, Gary Palumbo, Maureen Bittner, Henry Gu, Jadwiga Goclowski

**Quorum:** A quorum was determined. The ZOOM meeting was called to order at 7:03 pm.

**Approval of Minutes:**

The minutes of December 16, 2020 were reviewed and approved. Andy moved and JoAnn seconded the motion to approve the minutes.

**Chair's Report:**

Jorie introduced Henry Gu, new Board member who will also be heading up the Technology Committee. Jorie invited Caroline Ford and Anna Downing to the meeting so that the Board could get to know them and learn about some of the things they are focusing on in their departments.

Caroline Ford, Assistant Director, presented a powerpoint on the services provided by the Adult Information Services department. She introduced the staff and discussed the Adult, Maker and Summer programs they develop and run. Caroline informed us of the new Memory Care Collection they are creating, discussed the various E-resources and databases, and informed us of the stable long-term book recycling program.

Anna Downing, Teen Services Assistant, explained the new SimplyE platform for e-books and told us of the Library of Things that they are developing.

**Director's Report:**

Chris discussed the re-opening plan of continuing curbside and grab-and-go services until March 1 and reinstating Saturday hours of 9 am to 1 pm at the Main Library on March 6. At that same time, they will reinstate passport and notary services by appointment and allow limited access to conference rooms, study rooms and computers. Ericka, the Children's Librarian, is planning to allow families to come into the children's room by appointment, one family at a time.

Chris advised that three proposals were received for the condensing units and they have decided to go with ESC. Chris and Greg continue to work with Russ Arnold on addressing the water penetration issues. There was a minor electrical issue after the LED lights were installed but the electrician has now adjusted the settings. Chris will advertise the PT Maintenance Assistant position.

Chris communicated the Library's planned expenditures of funds in a letter to the FVGLA and will present the proposed operating expenses and revenue for FY22 to the FVGLA Finance Committee on January 21.

**Budget:**

Chris presented the FY22 budget assumptions as outlined in the Board packet. Chris reviewed the proposed FY22 budget by line item and answered questions.

Chris proposed that the Library eliminate overdue fines as of July 1, 2022. The projected loss of revenue is \$20,000. The Board approved the motion made by Andy and seconded by Maureen.

### **Special Committees:**

*Personnel Committee* – Alex Thomas reported that the committee is getting the remote working policy in place. They were informed of quotes and proposals for diversity and inclusion training. They have discussed the need for reviewing the organizational structure and compensation plan.

*Capital Planning Committee* – Matt Sweeney stated he did not have any additional report beyond the detail presented in the Director's report and thanked Chris for his continuing assistance.

*Technology Committee* – Henry Gu will now head this committee.

*Farmington Room* - Andy Baron reported that the committee will meet January 27. Andy met with Caroline, Terry Matava and Melissa Graham at the Farmington Room and he was impressed by the organizing and cataloguing that had been completed by Melissa. Andy advised that a new scanner will need to be purchased.

*Art Committee* – No report.

**Old Business:** None

**New Business:** Chris reported that Andy Verzosa, Director of the Stanley-Whitman House, had questioned if the Cowles family registers should go to the Stanley-Whitman House instead of the Farmington Room. Chris advised that he will defer to the Farmington Room Committee to evaluate.

**Friends:** Chris advised that there was a recommendation in the annual audit pertaining to the Friends for more detailed documentation of invoices and checks. Lisa advised that she, Linda Chapron and Brenda Gurski will work on implementing the recommendation.

**Public comment:** None

### **Adjournment:**

The ZOOM meeting was adjourned at 8:45 pm. Alex moved and Jadwiga seconded the adjournment.

**Next meeting: February 17, 2021 at 7 PM via Zoom**

Respectfully Submitted by Lisa Warner, Secretary