

Farmington Libraries since 1901

Library Board Minutes

December 18, 2019

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

Absent: Edward Giannaros, Ram Gopalan, Matthew Sweeney

Quorum: A quorum was determined and the meeting was convened at 7:08 PM by Lori.

Approval of Minutes:

The minutes of November 20, 2019 were reviewed and approved. Jorie moved and Andy seconded the approval.

Andy raised a question about the paragraph in the minutes concerning lawn service for Barney. He indicated that the First Church is also looking for a lawn service and he would like to work with Laura to see if a joint effort would result in a more economical arrangement for the lawn service. He and Laura will work together to identify a lawn service for spring.

Chair's Report:

Lori notified the group that she will be emailing the Executive Director Mid-Year Evaluation forms to be completed by the Board in January. She requested that Laura draft some goals for the New Year as current goals have been successfully completed. Lori complimented Laura on her outstanding work so far. Lori suggested that a tour of the library facilities be scheduled in February to better acquaint the Board with the facility layout and get to know the Library staff.

She also observed that some of the programs get filled up very quickly and she wondered if the more popular programs could be repeated. She asked about Maker Space and VR Studio room utilization and ways to increase use of those spaces. Laura will discuss this with the staff. Mark your calendars for the Maker Fair scheduled for 3/29/2020 between 1-4 pm.

Metrics and Long-Range Plan Highlights:

Metrics are trending consistently and as expected. Andy asked if eBooks are counted in with the circulation stats. Laura gave the board a brief overview of the statistics collection system and explained that eBooks and circulation statistics are separate.

Caroline highlighted the recent Long-Range Plan accomplishments and referenced the written report found in the Board's packet. She reported about the success of the Human Books Program and indicated that it will be repeated due to the positive feedback from the participants. This program allows patrons to interview a "human book" and learn about their areas of expertise. The shadow puppets presentation was especially popular in the children's library.

John asked Laura how the fees are determined for presenters. Laura responded that some presenters have set fees and others are negotiated,

A brief discussion ensued regarding the programming in Barney and the difficulties with available parking. Most of the surrounding streets are marked with "no parking" signs and there is a high demand for parking by the elementary school, nursery, First Church, Food Pantry, Miss Porters, etc. A suggestion was made to post more "Reserved for Library" signs.

Director's Report:

Laura updated the Board on the anticipated delivery of furniture for the teen space, the temporary fix of the Library entrance pavers, and the bids for professional carpet cleaning.

Laura reported that there was quite a lot of water coming into the Children's Department due to erosion and grading issues of the soil on the west wall of the Library. She and the Town Engineer walked around the building and identified the needed repairs. The town will install a pipe to temporarily move run off water away from the building. In the spring a

more permanent solution will be implemented such as regrading, installing of underground piping and adding a storm drain. The town had cleaned some of the existing storm drains and more will be done weather permitting. Andy and Gary suggested that more regular inspections and cleanings of the drains be done through the year. Laura had already planned to work on these issues with the town.

Laura commended Leah for doing a great job on the data collection for the Strategic Plan. The Community Conversations Initiative yielded helpful information.

Budget:

Spending is on target and no questions were raised on the budget report in the packet.

Special projects:

Teen Space Update: See Director's Report above.

Strategic Framework: The data collection phase is wrapping up. Target completion of data collection is the end of 2019, just around the corner.

Special Committees:

Farmington Room – No updates today.

Library Art - No updates today.

Facilities Management

Lori observed that the carpeting in the second floor Hoppin Gallery at the Barney is stained and needs cleaning if not replacement since it is a popular function space. Jorie added that since the cleaning of the main library's carpet seems to have had good results perhaps that would work at Barney too. Andy suggested that wood flooring may have more utility. Suggestions will be considered, and Laura will talk with the cleaning service first and report back at the next meeting.

Laura followed up with vendors for professional carpet cleaning at the main library. Professional Carpet Treatment will be contracted to clean the carpet in the spring after the paver project is completed and the weather is better.

Policy Committee

Laura distributed a copy of the newly drafted Media Policy for the Board's review and approval. Andy moved and Lisa seconded the motion for approval of the new policy. The motion passed. Caroline stated that the policy will give staff reassurance and direction in how to deal with media inquiries.

Lori distributed an updated section of the personnel policy for review and approval. It was moved by Brenda and seconded by Andy to accept the updated personnel policy. The motion passed.

Lori gave an overview of the Behavior Policy and the current position on prohibiting firearms in the Libraries. A discussion ensued and Jorie moved and Brenda seconded to leave the policy as it stands. The motion passed.

Old Business: None today

New Business: None today

Friends: None today

Public comment: None

Meeting was adjourned at 8:39 pm. Andy moved and Brenda seconded the adjournment.

Next meeting = January 15, 2020. *Happy Holidays and a Happy, Healthy New Year!!!*

Respectfully Submitted by Jadwiga, Secretary