

Farmington Libraries since 1901

Library Board Minutes

March 15, 2023

Attendees: Terry Roberts, JoAnn Cephas, Henry Gu, Linda Chapron, Ida Franklin, Maureen Bittner, Andy Baron, Vanitha Patil, John Teahan, Kate Martorelli

Terry introduced Linda Chapron as a new Board member representing the Friends of the Farmington Libraries, replacing Lisa Warner who has resigned. Terry also introduced Gary Ontko who observed the meeting as a potential Board member.

Quorum: A quorum was determined. The meeting was called to order at 7:02 pm.

Public Comment Period: None

Approval of Minutes: The minutes of February 15, 2023 were reviewed. A motion to approve as written was made by JoAnn Cephas, seconded by Andy Baron and unanimously approved.

Interim Director's Update:

Recruitment: Several Board vacancies will be coming up for the next fiscal year as the term for some current members comes to an end. Terry will be meeting with two prospective members in the coming weeks. Shana Shea has developed a flyer which will be posted in the lobby in an effort to recruit additional members. Suggestions for new members should be given to Terry.

Insurance: Terry is in the process of meeting with all eligible full-time staff members to explain the health insurance options for the next fiscal year.

Budget: Terry will be presenting the Libraries' budget to the Town Council on Thursday, March 16, 2023.

In addition, a new conference table and chairs have been purchased for the Executive Director's office.

Complaint Policy: The Employee Complaint Policy was discussed by the Board. This policy will be housed in the Library Policies. A suggestion was made to exclude sexual harassment as outlined in the Personnel Policies. A motion to approve the policy as amended was made by Linda Chapron, seconded by Ida Franklin and unanimously approved.

Director Search Update:

Terry reported that numerous applications have been received to date. The second round of posting/advertising went out today.

Committee Reports:

Personnel Committee – JoAnn reported that an Executive Director Evaluation Process document and Job Evaluation document will be sent to the Board in the coming weeks for review/input.

Building Committee – Terry has been working on the RFP for the water penetration issue and expects to send it out by the end of March.

Technology Committee – Henry reported that five IT policies are currently being developed and will be presented to the Board at the next meeting.

The self check-out stations in the Main Library are nearing the end of their useful life. The cost to acquire two new stations is between \$7,500 and \$19,000. Library staff will be testing different options and will make a recommendation at a future date.

The Security Camera Policy was reviewed by the Board. A discussion regarding the length of time recordings are to be archived in instances where law enforcement is involved took place.

The wording in the policy was amended and approved by the Board on March 23, 2023.

Henry is looking into options for replacing the computer screens in the Community Room, the Board Rooms and the Program Room.

Art Committee - Ida reported that numerous paintings in the Libraries' collection are in need of repair. One painting is being sent out for needed work next week. In addition, a meeting is scheduled for March 20th in order to discuss fundraising ideas. Funds raised would be used toward repair of remaining paintings.

Interim Goals – Terry reported that several staff priorities have been completed. The Libraries Organizational Chart was reviewed by the Board.

Old Business: None

New Business:

The Farmington Historical Society will be hosting an event in the Hoppin Gallery on April 5, 2023 and requested permission to serve wine. The motion was made to approve by Linda Chapron, seconded by Kate Martorelli and unanimously approved.

Terry requested input regarding the format of Board meetings. All documents will continue to be sent electronically; no printed packets will be provided. Terry will utilize the computer screens during meetings.

Actionable Items:

Director's Evaluation Process – tabled for a future meeting

Complaint Policy – approved (see Interim Director's Update)

Security Policy – approved 3/23/23

Wine Approval – approved (see New Business)

Adjournment: Motion to adjourn was made by Linda Chapron, seconded by Henry Gu and unanimously approved. The meeting adjourned at 8:35 pm.