

Farmington Libraries since 1901

Library Board Minutes

May 17, 2023

Attendees: Terry Roberts, JoAnn Cephas, Henry Gu, Linda Chapron, Maureen Bittner, Andy Baron, John Teahan, Gary Ontko, Dana Pescatello, Normas Hartley, Venitha Pitel, Keith Vibert

Guest: Lyman Louie

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

Public Comment Period: None

Approval of Minutes: The minutes of April 19, 2023, were reviewed. Dana/Andy moved acceptance, unanimously approved.

Search Committee: Dana reported that the Committee is completing the Round 2 interviews with 3 candidates on Friday. She described the series of questions and Mind Map that each candidate engages in as well as the visitation with staff at the Main and Barney libraries. On Monday, May 22, the Committee will meet to decide on their recommendation to the Board. Terry informed the members that we will need to have a special meeting to vote on the candidate as the process could not be completed prior to this Board meeting. A discussion ensued regarding whether the candidate would be presented in person to the Board. The Search Committee has not determined how to address this: Dana and Terry will bring the topic to the Committee and the consultant.

Terry informed the Board that the employment contract had been reviewed/written by the Labor Attorney we had used previously. She addressed the issue of extended severance and health benefits, changing the language so that the Libraries is protected from the extreme expense we are obliged to fulfill currently. Mike Schloss, President FVGLA, with whom the contract is negotiated, has sent the final draft to the Executive Committee of FVGLA. Terry has not heard the final approval.

Interim Director's Report:

Construction contract: Five contractors attended the walk-through on April 24: three (3) bids were received on May 2 and were opened in the presence of representatives of the firms. The working committee for the project met on Friday, May 12 to review the submittals. The highest bid, \$275,000 was returned with the bond to the bidder. A meeting is scheduled with the final two (2) bidders to question them on the specifics of their bids as the bids have a large range, \$109,000 and \$240,000 respectively. The

Committee members are Greg Sieklicki, Monique Kucia, Gary Ontko, and Terry Roberts assisted by our consultant from Bemis, Kim Symonds. It is likely that an electronic vote will be requested from the Board as there are contractual deadlines we must adhere to.

There were several questions regarding the warranty, costs, and other details. Terry assured the Board that the Town, through Joe Swetcky and Russ Arnold, had provide us with detailed assistance and that we could be confident that the appropriate details had been included.

Library Policies: At the April meeting during the review of the revision of the Family Leave Policy, a suggestion was made to add additional language on the ability of an employee to extend the leave time due to medical issues. This language was added to the policy sent in the packet. JoAnn/Linda moved acceptance, unanimously approved.

Terry reported that she has been working on updating all Library policies with the Management Team. They should be available for the June meeting. Many of them have already been approved and the review simply affirms the content: others have had to be updated and/or newly added. The board will have to approval any of the latter policies. The goal is to have these in place when a new Director begins.

Budget and Capital Plan: Terry informed the group that she and Monique have reviewed anticipated expenditures to the end of the year and have identified some overages that can be used for specific purposes. In the Personnel line we have accumulated enough funds to cover the final payment of the Lindquist unemployment, approximately \$16,000 and in building repairs we will have some savings that can go toward the water project if we select the \$240,000 bid. The Town would be asked to let us carry these saving forward to be used as described above. A final statement will be presented at the June meeting.

Capital Plans changes were reviewed. Due to savings as indicated above, we will be able to purchase a second self-checkout station, 2 more computer replacements, 1 humidifier and the final piece of the Children's Room renovation this fiscal year.. These changes will be made to the Plan for the next meeting. Note: Terry neglected to inform the board at the meeting about the Children's Room—an oversight.

Terry noted to the board that the Metrics were very impressive, especially in lending. This is in part due to the LCI connection. We will be back to pre-COVID levels in some but not all areas by the end of the fiscal year.

Committee Reports:

Art Committee: Norma reported that the committee is working on methods to familiarize the community with library art. They have several working ideas, including pamphlets or wall notes with information about each piece. The Mother and Children painting will be moved to Barney as soon as feasible. Transportation of a large painting is an issue. Work on a display case is still on the agenda: the TV monitor trial has not yet been completed. Terry will follow up with staff on this issue.

Technology Committee: Henry reported that he had received questions regarding the Tech policies distributed last month. He created a Q and A response which was distributed to the Board. As a result, he is asking for approval of all four (4) of the policies: Password Policy, Anti-virus, Bring Your Own Device (BYOD), and Backup and Recovery. John/Dana moved acceptance, unanimously approved.

Henry also gave an update on the proposed changes to the Board/Community Room projection equipment, informing the Board that there are still decisions to be made and funding is not currently available. This will be on the committee agenda in September.

Farming Room: Andy Baron reviewed the minutes from the last meeting which were included in the Board packet. Importantly, the digitization of materials is at 6,835 items as of April 21. He further discussed that the shelving for the Archives has been put on hold: Terry will discuss this with Melissa as there is no known reason for a delay. The Farmington Room committee is interested in having a display case for objects from the Farmington Room. Terry suggested that the committee work with the Art committee as they also are interested in a display case.

The collection of books in the upper shelving at the Barney was discussed. The books were given to the Libraries by the Historic Society. Several solutions have been explored for their continued preservation: Andy and John suggested a way that the current shelving could be used to better support the large books and Peter Bartucca has contacted the State Archivist to determine if they might want them. No decision has been made as to the next steps.

Andy and John will be leaving the Board as their terms are completed. Both wish to continue on the Farmington Room Committee, and they are more than welcome to do so as we need their expertise and history with the holdings.

Personnel Committee: JoAnn reported that she received one comment on the Director's evaluation material and Terry had one additional response. She suggested that there may be something which is more meaningful for the board members to use. To that end, she, Kate and Terry will meet to review and perhaps submit an alternative instrument.

Interim Goals: Dana reviewed the updates to the goals as of the end of March. Terry added some additional items that have progressed since then. A final update will be available at the June meeting.

Old Business: None

New Business:

Terry reminded the Board that in June there would be an election of officers for the Board. She asked for members to volunteer to serve on a Nominating committee. There were no volunteers.

The Tween and Teen librarians have requested that they have an after-library hours special programs for patrons in the 5th - 8th grades. At issue was whether this is a decision the Director can make independent of the Board as it is a use of resources or if the Board must approve. The consensus was that the Director could make this type of decision independently. Further discussion raised a concern that there would be two staff people for approximately 25 children. Some members felt that this would be a liability if anything should happen. Terry will discuss this with Ericka, the Department Head.

A proposed rate increase for use of the Jay Johnston Community Room, Hoppin Gallery, and the board rooms was presented. Melissa and Shana surveyed both commercial and library fees in the area before proposing rate increases. We clearly have been one of the least expensive venues in the area. After discussion Maureen/Gary moved acceptance, unanimously approved.

Terry distributed a flyer on the Summer Reading Kickoff and encouraged Board members to come early to the June Board meeting and participate/observe the Library in action. Eava Markuszka, a 20+ year veteran of the Children's department, is retiring on June 14. A farewell party will be held in the Children's department from 3 - 5 on that day.

Linda Chapron informed the board that the Friends of the Farmington were awarded a group award from the Association of Friends of the Library to be presented on June 23..

Actionable Items:

Revised Leave Policy—approved 5/17/23

Four Tech Policies—approved 5/17/23

Increased Room Rental—approved 5/17/23

Adjournment: With no other business, Ida/Gary moved to adjourn, unanimously approved.

Meeting adjourned at 8:45.

