

Farmington Libraries since 1901

Library Board Minutes

October 18, 2023, 2023

Attendees: Dana Pescatello, Alan Sherman, Henry Gu, Gary Ontko, Kate Martorelli, Vanitha Patil, Lyman Louis, Rich Olivastro, Celia Bouza

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.

Approval of the Minutes: Lyman moved, and Rick seconded, the minutes were unanimously approved.

Board Chair Report:

Roof Drain Replacement Update: Dana has confirmed the completion of the roof drain replacement on October 2nd. The remaining balance of \$106,000 (originally \$179,000 for capital projects as approved by the board on Sept. 20, 2023, with \$73,000 spent on the roof drain replacement) is now reserved for the facility.

FVGLA Financial Committee Meeting Update: Dana shared that the FVGLA financial committee convened in October. The establishment of the Connie Mason Fund as a temporary restricted fund was approved. Additionally, FVGLA is in the process of forming an infrastructure committee to strategize and manage the maintenance of library facilities. Board members interested in facility management are encouraged to reach out to Dana or Mike Schloss.

Pfeiffer Fund: Currently, the earnings from this fund are being utilized for senior books. However, we are exploring the possibility of redirecting these funds to art restoration.

Board Training: The Association of Connecticut Library Board is hosting a board training webinar on November 29th. All board members are encouraged to participate in this training.

Executive Director Report: Dana presented the executive director's report in the absence of Jocelyn.

Roof Maintenance Update: Following the completion of the roof drains replacement, we reached out to Tecta America for a roof coating inspection. This inspection revealed additional issues, the details of which are still being clarified.

Infrastructure Repairs: Dana informed us that the town is addressing the issue of a cracked fiber optic conduit, which has been causing water leakage into the server room and the children's programming room.

Carpet Replacement Considerations: Dana also shared that the library management is exploring options for replacing the first-floor carpet. A complete replacement is cost prohibitive at around \$100,000.

Painting Plans: The library is planning to refresh the building interior with a new coat of paint that aligns with the library's logo color scheme. The Kid's Place, having been recently painted, will be exempt from this repaint.

Community Building Efforts: Dana reported that Jocelyn continues to make significant strides in community building. Her recent activities include attending a town council meeting, meeting with school superintendent Kathy Greider, speaking at Avon Library, participating in the Friends Library Connections monthly board meeting, and making contact with the Historic Society among others.

Funding Approval: The Friends of the Farmington Library approved a total of \$6,850 on October 17th to support various library programs, including the provision of free museum passes.

2024 Library Closing Days: After reviewing the listed closing dates, the board determined that the closing schedule is consistent with past practice and doesn't need a new board approval.

Proposal to Change the Library Closing Time: Jocelyn submitted the proposal to the board to change the Monday through Thursday library closing time from 9:00pm to 8:00pm to cover the cost for Sunday staffing in the winter. After considering the light foot traffic between 8:00pm and 9:00pm and the community's desire to the Sunday open hours, Lyman moved, and Gary seconded, the proposal was approved by unanimous vote.

Finance Report: Dana reported that the spending for the year-to-date is within expectation. The not-yet-filled vacancy contributes to the lower percentage of personnel spending which is 24%, compared to the 28% overall spending. Dana also commented that the library has a very healthy budget because of its careful approach to financial management.

Committee report:

Art: Dana informed that the Art Committee, which includes Norma and Ida, is diligently working on the restoration of paintings, handling one or two at a time. The committee is operating within the allocated budget.

Farmington Room: Trish will represent the board on the Farmington Room Committee. Andy and John, the current committee members, will attend the next board meeting and provide a tour of the Farmington Room to the board members.

Transition Committee: The Transition Committee is scheduled to meet on November 8th. The committee's primary responsibility is to support Jocelyn during her provisional tenure as the Executive Director of the library. This will conclude with a brief evaluation in March, followed by a regular evaluation in June.

Tech: Henry updated the board on the new self-checkout station. The vendor has requested a VPN setup for installation and maintenance purposes. However, the library's technology staff prefers an on-demand connection initiated by the library staff to minimize network security risks. Discussions with the vendor are ongoing to find a suitable solution. The installation date is yet to be determined.

In addition, Henry reported that the committee has decided to replace the outdated projectors in the board room with wall-mounted TVs as part of the multimedia upgrade. The cost estimates for this upgrade are being prepared. The multimedia upgrade for the children's programming room will be considered separately.

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