

Farmington Libraries since 1901
Library Board Minutes
May 18, 2022

Attendees: Chris Lindquist, Lisa Warner, Jorie Andrews, Norma Hartley, JoAnn Cephas, John Teahan, Kate Martorelli, Maureen Bittner, Henry Gu, Dana Pescatello

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

Approval of Minutes:

The minutes of April 20, 2022 were reviewed. A motion to approve as written was made by Maureen and seconded by John.

Chair's Report:

Jorie announced Caroline Ford's resignation. Caroline's last day will be June 9 and Chris and staff are planning a reception. Her position will need to be filled and Jorie asked Chris to start his Director's Report with the interim plan. Jorie reported that she will distribute the Executive Director evaluation worksheet to the Board and requests that it be completed before the next meeting so that she can compile the results. She will present it the Board at the next meeting and also meet with Chris to discuss the results. Jorie had to leave the meeting early and asked Chris to go through the rest of the agenda.

Director's Report:

Chris started by praising Caroline for all of her hard work and contributions to the library. Caroline served as both the Assistant Director and the Adult Services Librarian. Chris will ask Melissa Graham to act as interim Adult Services Librarian. Chris is reviewing the job description with Caroline and provided copies for the Board at the meeting. Chris would like to maintain a public service component to the position and he is also considering moving some of Caroline's responsibilities to other positions. He will post the position on Friday and expects the process to take about 8 weeks with the goal of bringing on the new person by August 15. Chris also provided copies of the organization chart for the Board at the meeting. He will add names and re-distribute to the Board.

In other personnel news, two new part-time Lending Services Assistants have been hired and will start this month. Amy Pittman was promoted to the Adult Information Services desk.

Information on the new HDHP/HSA option was sent to the 13 benefit-eligible staff and only one chose to enroll. As a way to reduce the expected premium increases, Chris would like to increase the employee premium copay and also require all new full-time employees hired after January 2023 to enroll in the HDHP/HSA plan.

Greg is getting quotes for painting the Barney exterior. Greg continues to discuss the water penetration issues in the electrical conduits with Interim Town Building Inspector Jack Delaney. The Children's Room should have the bulk of the furniture and shelving in place by the end of May.

The Community Forum, the last program in the Diversity, Equity and Inclusion initiative, will be held June 6 in the Community Room in the Main Library. Sage Gentry and Chris will be engaging a consultant to conduct a diversity audit of the Library's collections.

Monthly Usage Statistics:

Please see the information included in the Board packet.

Budget:

The operating expenses are on track. Chris anticipates a surplus at the end of the fiscal year that he plans to use to offset the increased health insurance costs.

Special Committees:

Personnel Committee – The committee did not meet this month.

Capital Planning Committee –Matt was not present. Chris presented an update in his Director's Report.

Technology Committee – Henry reported that a contract was signed with Mammoth Security for security cameras to be installed at both libraries in FY 2023 (July/August). Henry questioned if we could use any of the surplus to move up the install to this FY. Chris reported that he will look into that. The cameras have an integrated people counting component that will be tested at Town Hall to see if the library can switch over to that system once the cameras are installed. We are still waiting for the trench to be dug at the Barney Library. 14 wireless access points will be installed next month and E-Rate funds will cover 40% of the cost.

Farmington Room – Andy was not present. Chris reported that a grant application is being completed to retain a traveling archivist. Caroline is getting a quote to scan the maps that are in the Farmington Room.

Art Committee – Norma presented Chris with the idea of installing display cases in the main library. Staff will get quotes and Chris will bring those to the next art committee meeting.

Old Business:

A new chairperson is still needed.

New Business:

None

Public comment: None

Adjournment: The meeting adjourned at 8:04.

Next meeting: June 15, 2022 at 7:00 p.m.

Respectfully Submitted by Lisa Warner, Secretary