

MINUTES: Fairfield Public Library Board of Library Trustees Meeting
HELD: January 10, 2022 7:00 pm
AT: Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=TYhZbXxtcNY>

Present:

Trustees: Mr. David Gray, Ms. Christina McGowan, Mr. Andrew Minea, Ms. Jill Brown, Mr. Chris Rogers

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian; Ms. Nancy Sweeney, Branch Manager

Absent: Peter Willner (excused), Ex-Officio: Chris Tymniak

Members of the Public: Lori Kostopoulos

1. Call to Order

Meeting was called to order by Mr. Gray at 7:05 p.m.

2. Approval of Minutes

The minutes of December 13, 2021 meeting were reviewed. Mr. Minea made a motion to approve the minutes. Mr. Rogers seconded. Motion approved.

3. Chairman's Report

Mr. Gray provided a year-end recap of all the great accomplishments of 2021. The presentation included many topics including the number of meetings held and capital projects. Mr. Gray thanked the leaders at both the Main Library and Woods for their tremendous dedication, especially during the COVID situation. Discussion ensued.

4. Old Business

- Mr. Jarzombek provided an update on the photography and recording policy by sharing the Town Attorney's input on this policy. Discussion ensued. Ms. Brown made a motion to approve the new photography and recording policy. Ms. McGowan seconded. Motion approved.

5. Space Planning

- Mr. Minea reported that the library is in receipt of the updated estimates for the Phase 2 furniture plan for Main (includes mezzanine, computer room, study rooms and seating area) is \$107,000. Mr. Minea suggested the order be placed to lock in this pricing as prices are increasing due to inflation and supply chain issues. Discussion ensued.

6. Library Report

Mr. Jarzombek provided a COVID report. The library continues to monitor the situation and the main goal is to provide transactional services. Some programming is being switched from in person to virtual. Staffing is being monitored and could be impacted by positive cases or staff responsible for family members who may be sick or quarantining. Library is requiring masks and providing curbside service again. The library is being very deliberate in their decision making with respect to COVID protocols.

Mr. Jarzombek reported that the library visits at both Main and Woods have increased, even during the holidays to approximately 40 visits per hour.

Ms. Fisher reported that the One Book One Town selection was announced on Thursday, January 6, 2021. The title is *The House in the Cerulean Sea* by TJ Klune. The author is scheduled to visit the library on March 1, 2022. Programs and events around this book are taking place. The OBOT announcement was also live streamed on Facebook and Instagram.

Ms. Fisher reported that some book clubs in the library have gone virtual or hybrid due to the increase in COVID cases. The craft classes are small in number and require masks. The tax program is set to begin at the end of January. The winter reading challenge is also underway.

Ms. Sweeney reported that all copies of the OBOT book are out at Woods. Adult Services has begun an adult reading challenge that will go through 2022 with each month having a different genre to read. The genre for January is self-help/self-awareness. There are prizes for all levels of participation and to date there are already 135 participants.

Mr. Jarzombek reported that the draft budget has been presented to the Town. He, along with Ms. Fisher, will be meeting with the First Selectwoman on January 27th. The RTM meetings will be in early April. Mr. Jarzombek encouraged the Trustees to invite the BOF members for tours of the library at the end of February.

7. Financial/Budget Report

Mr. Jarzombek reported that the budget is on track at this time. He is planning to create a capital spending report on QuickBooks or a similar tool before the end of the fiscal year.

8. Treasurer's Report

Mr. Rogers reported that the funds are holding steady right now. Discussion ensued.

9. Friends of the Library

There was no one present from the Friends. Mr. Jarzombek and Ms. Fisher will attend the Friends meeting this month.

10. New Business

Ms. Brown inquired if the library has ever sold branded merchandise. Discussion ensued.

11. Adjournment

Mr. Rogers made a motion to adjourn the meeting at 8:13 p.m. Mr. Minea seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos
For Christina McGowan, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

February 7, 2022 at 7:00 pm

Webex & audio dial in &

Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824

Rotary Room