

**MINUTES: Fairfield Public Library Board of Library Trustees Meeting**

**HELD: March 7, 2022 7:00 pm**

**AT: Virtual (due to the COVID-19 pandemic)**

**Recording: [https://www.youtube.com/watch?v=\\_CHor5hFJIQ](https://www.youtube.com/watch?v=_CHor5hFJIQ)**

**Present:**

Trustees: Ms. Christina McGowan, Mr. Andrew Minea, Ms. Jill Brown, Mr. Chris Rogers, Mr. Peter Willner

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

Absent: Ex-Officio: Chris Tymniak

Members of the Public: Lori Kostopoulos

### **1. Call to Order**

Meeting was called to order by Mr. Gray at 7:04 p.m.

### **2. Approval of Minutes**

The minutes of February 7, 2022 meeting were reviewed. Mr. Willner made a motion to approve the minutes as amended. Mr. Gray seconded. Motion approved.

### **3. Chairman's Report**

Mr. Gray reported that we are entering the busy budget season. In April the Board will start the search for a new trustee to take the open position when Mr. Gray vacates his position on June 30, 2022. The slate for secretary, treasurer and chair will be reviewed as well.

### **4. Old Business**

Mr. Jarzombek spoke of the budget process. The BOF meeting is scheduled for March 16, 2022 at 7:30 p.m. Library is number three on the agenda. Mr. Jarzombek asked for a Trustee and a member of the Friends to attend the public comment period to speak on behalf of the library.

Mr. Jarzombek reported that there has been a steady increase in use of the library and it has been very busy on Saturdays as well. There's been a demand for in person and hybrid programming and this dual programming requires more staffing. There is a demand for more e-books which cost more money. The library is not merely a transactional model as many patrons are looking for an experience and stay for at least one hour or longer. Discussion ensued.

### **5. Library Report**

Mr. Jarzombek provided a COVID report. The library had some staffing issues due to COVID but it did not impact operations. The library no longer requires masks in the children's area or at in person programming. Some patrons and staff continue to wear masks.

Strategic Plan and Operations – Mr. Jarzombek reported that the library has seen a 202% increase in library visits since this time last year. The library is seeing an increase in patrons each month. The early literacy programs were very well attended with several wait lists. Some programs were done a second time to accommodate more children. The AARP tax program is going very well and is very busy. The self-checkout at Main is growing in popularity and the staff continue to teach patrons how to use it. Nancy Sweeney created a new timesheet which is working very well and making less waste and streamlining the payroll.

Some minor building issues with the Woods elevator and fire panel. The doors at Main have been not working well and Mr. Jarzombek has been in touch with DPW.

Mr. Jarzombek participated in a press conference at the State level for the bill regarding e-books. Discussion ensued.

Programming and Services –

Ms. Fisher reported that the Friends program on Saturday – the Soundwaves concert had 50 people in attendance. Also, on Saturday there was a bass fishing program with 20 people in attendance. All of these people used the library either before or after the programs.

There's a meditation program on Monday and a writing program for OBOT on Tuesday.

In April, author Jane Green will be there for an in person program. The Friends are also having an author evening at the SHU Community Theatre in April.

The Library is getting publicity in several magazines including Fairfield Coastal Neighbors and a full page article for OBOT also.

## **6. Space Planning**

Mr. Minea reported the furniture is ordered. Ms. Fisher will report at next meeting the estimated delivery date. The carpet at Woods is in need of replacement. Discussion ensued.

## **7. Fundraising**

Mr. Willner reported that he met with Mr. Jarzombek. Mr. Jarzombek will schedule a fundraising meeting with the Friends. Discussion ensued.

## **8. Financial/Budget Report**

Mr. Jarzombek reported that the budget is a little bit under at this time. They are using When to Work software that will help to track staffing. Mr. Jarzombek will move toward reviewing department budgets monthly. Discussion ensued.

## **9. Treasurer's Report**

Mr. Rogers sent information to the Trustees ahead of meeting. Mr. Rogers noted that funds are down around 8% due to world events. Discussion ensued.

## **10. Friends of the Library**

There was no one present from the Friends. Mr. Jarzombek and Ms. Fisher attended the last Friends meeting. The mini golf program will be held on Sunday, April 10<sup>th</sup>.

## **11. New Business**

Mr. Jarzombek reported that the OBOT event was a huge success. There were 375 people in person and 131 people virtually watching. Within the first 48 hours, there were 461 views of the program. The Q&A portion of the program is on the library podcast. There were some operational issues that created challenges. The committee will be meeting to discuss the event as well as look forward to next year. Discussion ensued.

In person meetings: Mr. Gray reported that the last three meetings were virtual due to Omicron and the increase in positive cases. Discussion ensued. Ms. Brown made a motion to move to the hybrid model for Trustee meetings beginning in April. Mr. Willner seconded. Motion passed.

## **12. Adjournment**

Mr. Minea made a motion to adjourn the meeting at 8:14 p.m. Ms. McGowan seconded. Motion passed.

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

Date and Location of next meeting:  
April 4, 2022 at 7:00 pm  
Webex & In Person  
Fairfield Public Library –  
1080 Old Post Road, Fairfield CT 06824  
Rotary Room