

MINUTES: Fairfield Public Library Board of Library Trustees Meeting
HELD: April 4, 2022 7:00 pm
AT: Virtual (due to the COVID-19 pandemic)

Present:

Trustees: Ms. Christina McGowan, Mr. Andrew Minea, Ms. Jill Brown,
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian;
Ex-Officio: Chris Tymniak,
Absent: Mr. Peter Willner; Mr. David Gray, Mr. Chris Rogers
Members of the Public: Lori Kostopoulos

1. Call to Order

Meeting was called to order by Ms. Brown at 7:05 p.m.

2. Approval of Minutes

The minutes of March 7, 2022 meeting were reviewed. A quorum was not met so the minutes will be voted on at the May meeting.

3. Chairman's Report

No report.

4. Old Business

Mr. Jarzombek reported that he will be presenting the budget to the RTM on Thursday, April 7th at 7:00. Discussion ensued.

5. Library Report

Mr. Jarzombek provided a COVID report. The library is following CDC guidelines and has new signage regarding masks. Staffing is stable, however, an uptick in absences due to other illnesses.

Strategic Plan and Operations – Mr. Jarzombek reported that the library has seen a 33% increase in circulation this year which is close to the 2019 circulation. The teen librarian is doing outreach with college and career center coordinators. The children's department is doing a book club focused on STEAM and March Madness. The OBOT event had 375 patrons in person, 131 online, and received very favorable feedback on the program. The Seed library at Woods has been restarted.

One patron has lost library privileges, and another was spoken to about bathing in library bathrooms. That patron would not provide contact information so the library was unable to get them assistance.

The fence at the neighboring house is being replaced with a white picket fence. Discussion ensued.

Mr. Jarzombek reported that in July, they will move to a quarterly reporting system. The first month of the quarter will be a deep dive into the Strategic Plan, the second month will be statistics and the third will be the town budget. This will provide the opportunity to collect the data and not be rushed. It will also allow for projections based upon review of past data.

Ms. Fisher reported on upcoming programs. This week is National Library Week and the Library Passport program is in place which encourages patrons to visit different libraries. Author Jane Green will be at the library on Friday, April 8th. Financial literacy programs will be running in April in observance of Financial Literacy Month. The Children's Department will be doing Spring StoryTime and has programs planned at the beach and Sherman Green. The teens are doing the Peeps diorama program and this will be on social media. Discussion ensued.

6. Space Planning

Mr. Minea reported the furniture is expected to be installed in May – June.

7. Fundraising

Mr. Willner was not present so no report.

8. Financial/Budget Report

Mr. Jarzombek reported that the budget is a little bit under at this time. There will be more spending in the last quarter.

9. Treasurer's Report

Mr. Rogers was not present and sent information to the Trustees ahead of meeting.

10. Friends of the Library

There was no one present from the Friends. Ms. Fisher reported that the Friends are hosting three authors on Thursday, April 7th at the SHU community theatre. The mini golf event is on Sunday, April 10th. The literary luncheon at the Patterson Club will be on May 18th with author Jennifer Wiener.

11. New Business

Mr. Jarzombek reported that the policy on bulletin boards is being revised. Draft of the policy will be provided to the trustees and town attorney.

12. Adjournment

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Lori Kostopoulos

For Christina McGowan, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

May 2, 2022 at 7:00 pm

Webex & In Person

Fairfield Public Library –

1080 Old Post Road, Fairfield CT 0682

Rotary Room