

MINUTES: Fairfield Public Library Board of Library Trustees Meeting
HELD: May 2, 2022 7:00 pm
AT: Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824
Rotary Room
And Virtual (due to the COVID-19 pandemic)
Recording: <https://www.youtube.com/watch?v=E3RR3IGmR1Q>

Present:

Trustees: Mr. David Gray, Ms. Christina McGowan, Mr. Andrew Minea, Ms. Jill Brown, Mr. Peter Willner

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

Absent: Mr. Chris Rogers (excused), Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Lori Kostopoulos

1. Call to Order

Meeting was called to order by Mr. Gray at 7:09 p.m.

2. Chairman's Report

Mr. Gray will provide final recap comments of his term at the June meeting.

3. Approval of Minutes

Ms. Brown made a motion to approve the March 7, 2022 minutes. Mr. Minea seconded. Motion passed. The minutes of the April 4, 2022 meeting were reviewed. Mr. Minea made a motion to approve the minutes as amended. Ms. McGowan seconded. Motion passed.

4. Old Business

Mr. Jarzombek reported that budget is looking pretty good at this time. Mr. Gray praised the library staff and the Board for an excellent effort during the budget process. Discussion ensued.

5. Library Report

Mr. Jarzombek provided a COVID report. There were multiple staff members out with COVID this last month. All locations were able to remain open. The library is following CDC guidelines and has new signage regarding masks.

Strategic Plan and Operations – Mr. Jarzombek reported that the library is busy doing outreach right now, especially in the Children's department. They are going out to elementary schools and the preschools in preparation for summer. The Children's department has been doing pop-up story times to manage the traffic in the library.

Board games are being piloted for circulation at Woods and hoping to expand to both locations. This is a popular trend that many libraries are doing. Adult services saw 490 people for taxes during tax season. The Holocaust remembrance program was well attended. The Jane Green author event was also very successful. Writers' groups have begun to resume meeting at the library. The staff has set expectations for the groups to ease the stress on the staff. A new circulation aide and a tech assistant have been hired. There was some vandalism on the same weekend as the Mini-Golf event. It was quickly addressed by the staff and the police.

Discussion ensued.

Ms. Fisher reported on upcoming programs. May will be very busy with the music and film series coming up. The trans awareness presentation will be done again this month. The teen librarian is getting ready for summer and visiting with 5th graders in town.

The Friends have three major events in May including: the literary luncheon on May 18th; the book sale from May 20 -22nd and the concert on Sunday, May 22nd. The CT Library Association is having a conference and many staff members will be attending. The Children's Dept will be presenting on the young entrepreneurs' program at the New England Library Association Conference. Discussion ensued.

6. Space Planning

Mr. Minea reported the furniture is expected to be installed in late May – June. Mr. Gray inquired about the study rooms. In April there were 400 reservations for these rooms. Discussion ensued.

7. Fundraising

Mr. Willner reported that he and Mr. Jarzobek are trying to set up a meeting with the Friends regarding a fundraising program. Mr. Willner suggested that the success of this endeavor requires transparency and cooperation with the Friends.

8. Financial/Budget Report

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

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 have many major events scheduled for May (stated above).

11. New Business

Mr. Jarzobek revised the 1998 policy on Bulletin Boards. Discussion ensued. Ms. McGowan made a motion to approve the updated bulletin board policy. Mr. Willner seconded. Motion passed.

Mr. Gray discussed the proposed language changes to the Town Charter with respect to the number of Trustees and the length of term for the Trustees. Discussion ensued. These revisions will be discussed at the June meeting.

Mr. Gray suggested that the candidate to fill his seat have a finance background. Discussion ensued. Ms. McGowan, Mr. Gray and Mr. Willner will lead the search for the new Trustee. Mr. Gray will provide an updated description to Scott and Jan for the upcoming trustee opening which will be promoted in the weekly newsletter and website.

12. Adjournment

Mr. Minea made a motion to adjourn the meeting at 8:22 p.m. Mr. Willner seconded. Motion passed. The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Lori Kostopoulos

For Christina McGowan, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

June 6, 2022 at 7:00 pm

Webex & In Person

Fairfield Public Library –

1080 Old Post Road, Fairfield CT 0682

Rotary Room