

MINUTES: Fairfield Public Library Board of Library Trustees Meeting
HELD: June 6, 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=T0uBRmaHau4>

Present:

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

1. Call to Order

Meeting was called to order by Mr. Gray at 7:08 p.m.

2. Chairman's Report

Mr. Gray expressed his gratitude to the Board for allowing him to serve as Chair these last two years. He shared that he learned so much including Robert's Rules and their importance in creating order on a board, how town government works, experience of working with people outside the normal work environment and how one applies that knowledge from work to a board setting. He expressed that his time as the Chair allowed him to get to know people better and working on various committees provided a different setting. He thanked the Board for having faith in him to be the Chair and he said he grew as a person professionally and personally. It was a truly great experience. He believes that the library has a vibrant brand in the community and there are new populations to reach.

3. Approval of Minutes

The minutes of the May 2, 2022 meeting were reviewed. Mr. Rogers made a motion to approve the minutes. Mr. Willner seconded. Motion passed.

4. Old Business

Mr. Jarzombek reported that budget passed. Mr. Jarzombek reported that the Board of Finance had some questions as to how funds are being spent and he provided the documentation. Discussion ensued.

Mr. Jarzombek and Mr. Gray presented to the Town Charter Revision commission. The Trustees recommendations were well received and the committee was supportive of the proposed changes in length of term, number of trustees, policy and funds. Discussion ensued. This topic will be discussed at a future meeting.

5. Library Report

Mr. Jarzombek provided an update. The library is providing outreach to schools and circulating board games. The Teen Librarian is providing outreach to the Special Education Parent Teacher Association ("SEPTA") and is preparing for school visits to introduce 5th graders to Teen

Services and Summer Challenge. Children's is doing more programming outside. Tech services is working on starting up interlibrary loan service. A new database is available that provides access to over 300 jazz performances.

There were two incidents in May. There were seven DPW work orders and five were completed. Mostly to do with the HVAC system. The library will be closed on Sundays for the summer. The no food policy is being enforced due to mice and ants. There were some staff out in May due to COVID.

Ms. Fisher reported on upcoming programs. The summer reading program is underway this month and all departments are involved. Adult clubs and tech classes are meeting in person. A local author book club is meeting on Wednesday in person. The virtual programming continues to be well attended. A voting rights program is coming up. The makerspace programs are popular. There will be a musical performance on June 21st as part of Make Music Fairfield.

6. Space Planning

Mr. Minea reported the furniture is expected to be delivered next week.

7. Fundraising

Mr. Willner suggested that a meeting get set as a new fiscal year is approaching. The library needs to get into the cycle for grants. Mr. Gray suggested the Board have projects in mind so when grant opportunities become available, they are ready.

8. Financial/Budget Report

Mr. Jarzombek reported that the budget is in line with spending at this time. The town quarterly report will be ready for the next meeting.

9. Treasurer's Report

Mr. Rogers reported that year to date funds are down 12%. A check for the furniture and debt obligation payment will be going out this month.

10. Friends of the Library

Ms. Coghlan reported that the museum passes were funded again. The mini golf event was successful and came within \$100 of the total from 2019. The literary luncheon with Jennifer Weiner was terrific and there were 100 people in attendance which was down from previous years but most likely due to COVID. The next show at the art gallery will be Friday, June 10th.

11. New Business

Mr. Jarzombek discussed a Facility Use Policy as the library does not have one at this time. He provided an overview of the use policy which includes public space and furniture, study rooms, meeting room rentals, and room set-up, access, and equipment. Discussion ensued. The policy will go before the Town for review and once approved, the Board will vote on it.

Mr. Gray discussed the open Trustee seat due to his term ending on June 30, 2022. Mr. Willner and Ms. McGowan assisted in the search of a new candidate to fill this seat. Mr. Gray presented Erin Harrigan as the new candidate. She is a good fit for the Board and brings financial experience with her. She has worked with boards before. Discussion ensued. Mr. Rogers made

a motion to approve Erin Harrigan as the next Trustee. Ms. McGowan seconded. Motion passed.

Mr. Gray introduced the new Executive Slate for the Board. Mr. Andrew Minea was nominated for Chair. Mr. Rogers made a motion to approve this nomination. Ms. Brown seconded. Motion passed.

Ms. McGowan was nominated for Secretary. Mr. Minea made a motion to approve this nomination. Mr. Willner seconded. Motion passed.

Mr. Gray made a motion that Mr. Rogers maintain the role of Treasurer through the summer until the next Trustee has been approved by the First Selectwoman. Mr. Willner seconded. Motion passed.

12. Adjournment

Mr. Willner made a motion to adjourn the meeting at 8:33 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:
July 11, 2022 at 7:00 pm
Webex & In Person
Fairfield Public Library –
1080 Old Post Road, Fairfield CT 0682
Rotary Room