

MINUTES: Fairfield Public Library Board of Library Trustees Meeting
HELD: July 11, 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=u-SpXaiwdFE>

Present:

Trustees: Mr. Andrew Minea, Ms. Christina McGowan, Ms. Jill Brown, Mr. Chris Rogers, and Ms. Erin Harrigan.

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

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

1. Call to Order

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

2. Chairman's Report

Mr. Minea gave his thanks for our previous board chair, Mr. David Gray, and his service. Mr. Minea introduced Erin Harrigan as our new board member.

3. Approval of Minutes

The minutes of the June 6, 2022 meeting were reviewed. Ms. Brown made a motion to approve the minutes. Mr. Rogers seconded. Motion passed.

4. Old Business

Mr. Jarzombek presented the new room use policy which would replace the 2018 bag policy. Library staff and the Town have approved the policy. Discussion ensued about the policy. Mr. Rogers made a motion to approve the new policy, Ms. Harrigan approved. Motion passed.

Mr. Jarzombek provided an update about the Town Charter revision. Mr. Rogers and Mr. Jarzombek met with the Town CFO regarding the revisions proposed to the Town Charter Revision commission. Discussion ensued.

5. Library Updates

Summer reading is in full swing; the children's and teen departments have done a considerable amount of outreach to local schools to promote summer reading. The Teen Department has established a volunteer program where teens help hand out challenge prizes and assist with Children's programming.

The Fairfield CARES Community Coalition provided NARCAN training to the public at the Woods branch. Woods now has 25 board games for circulation. The library has launched three new digital products; Press Reader, BrainHQ, and The Palace Project. The library participated in Make Music Day Fairfield on June 21. Due to the weather, the performers were moved inside and performed in the Gallery. The Library was at this weekend's Fairfield Farmer's Market where librarians spoke with 68 people and passed out literature.

For a statistical snapshot of Library use: Overall door count was 128% higher than this time last year (25,309 vs. 11,083). Item circulation is 30% higher than last year (561,244 vs. 394,260) and equal to the 3 year average (560,903).

At Woods, the dogwood tree in the pollinator garden has been removed after an “OK” by the town arborist and pollinator pathway committee.

6. Space Planning

Ms. Fisher informed the Board that the Phase 2 furniture had been delivered, but there were several issues with the delivery that needed to be addressed. She will share back what she finds out from the furniture sales representative. Planning for the Phase 3 order will begin in the coming month.

7. Financial/Budget Report

Mr. Jarzombek reported that the we closed out the Town portion of our budget.

8. Treasurer’s Report

Mr. Rogers reported that year to date funds are down a little under 20%. Mr. Rogers provided a general overview of our endowment, and the context of the markets, in general. Discussion ensued.

9. Friends of the Library

Ms. Coghlan, Friends of the Library liaison, provided an update that Ms. Fisher read. The Friends passed their budget. An additional Soundwaves concert will be added to the calendar. They are increasing financial support to the Library or both the museum passes program and summer reading. The Friends are having an off-site Author Event at Black Rock Social House with Christine Kandic Torres talking about *The Girls in Queens* on July 27th.

10. New Business

Ms. Harrigan was nominated to join the executive slate as Treasurer. Mr. Minea made a motion for Ms. Harrigan to be the new Treasurer. Ms. Brown seconded. Motion passed.

Mr. Rogers will be the new Space Planning Chair, and will take over this position from Mr. Minea. A discussion of capital improvements that are necessary at both libraries, and how to support those improvements. These conversations will continue at future meetings.

The website is an essential way of how we interface with our community. The Library’s website was last updated around 10 years ago, and this update was supported by the Board. Ms. Brown will lead the process of a website refresh.

11. Adjournment

Ms. McGowan made a motion to adjourn the meeting at 8:09 p.m. Ms. Brown seconded. Motion passed.

Respectfully submitted,
Christina McGowan, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:
September 12, 2022 at 7:00 pm
Webex & In Person
Fairfield Public Library –
1080 Old Post Road, Fairfield CT 06824
Rotary Room