

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: November 7, 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=1NoAdKmNmys>

Present:

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

1. Call to Order

Meeting was called to order by Mr. Minea at 7:03 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the October 11, 2022 meeting were reviewed. Mr. Willner made a motion to approve the minutes. Ms. Brown seconded. Motion passed.

4. Chairman's Report

Mr. Minea reported that it has been a quiet month for the Board. Mr. Minea thanked the library staff for their hard work and dedication to the library to maintain the enthusiasm for the library.

5. Library Updates

Operations

Mr. Jarzombek reported that the staff held a Sing and Stomp at the Gazebo on the Green and it was incredibly popular with hundreds of participants. The Teen staff hosted a mystery night and 54 teens participated after hours solving a mystery using library resources. Adult programming included a puzzle swap, a recycling program, ghost hunting and pollination. Instagram continues to be the most engaging social media presence with a +267% reach in the last 30 days; 57 new followers, 19 posts, 42 stories and 7 reels. There were three incidents at the library. One was a possible theft and the other two were related to teens using the bathroom outside the Memorial Room inappropriately. The bathroom is now locked and a sign is posted that says cameras are on this door. Several staff members were out with COVID in October and combined with staff experiencing other health issues, resulted in strained staff and services.

Mr. Jarzombek attended the Friends Food Truck Fest and worked the library's outreach table. He also attended the Fairfield Cares Meeting and was a judge at the Halloween on the Green event on October 30th.

Ms. Fisher reported that there is lots of programming going on in November. There have already been very successful programs as of tonight. A Hamilton program will be taking place tomorrow

and the Paws to Read program for children coming to read to a therapy dog happens monthly. There are three new staff members, one full time and two part time in the Children's department.

Quarter 1 Performance and Strategic Plan Report

Mr. Jarzombek reported that the staff is excited to follow the strategic plan and has it in mind when planning programming. In Q1 there was a 58% increase in programming attendance compared to the previous year. There is a 44% increase in programs (338 programs in Q1). Library circulation and visits continue to trend upward. In person visits are up and data indicates that patrons are returning to the library for non-transactional services such as study rooms, programs and technology. All programs in this quarter met one or more of the goals and the library initiated multiple services that align with the strategic plan.

Financial/Budget Report

Mr. Jarzombek reported that the budget is on pace at this time.

6. Policy Review (Cell Phone Policy)

Mr. Jarzombek suggested that the cell phone policy be removed and language regarding cell phone usage be included in the behavior policy. Mr. Minea will put the Behavior Policy on the agenda for next month and both policies will be reviewed at the December meeting.

7. Committee/Liaison Reports

Space Planning: Ms. Fisher reported that the next phase involved the periodicals room. It will be a while before a proposal is ready.

Fundraising: Mr. Willner reported that there was a very positive meeting last week with Donna Cahill and Danielle Sharp of the Friends. The next step is to initiate a one month membership of the Foundation Center in NY to look for family run foundations in CT and then begin to submit grant proposals. Discussion ensued.

Friends of the Library: Ms. Donna Cahill reported that the October 3rd Food Truck Festival was a success but due to weather, less money was made than in previous years. The Mini Golf fundraiser is planned for March 2023 and the Literary Luncheon is planned for the spring. The Art Gallery now has a director with a paid stipend from the Friends. The first night of the art show there were 65 people in attendance. The next will be a Community Art Show in December/January which will bring a different group of people into the library. Jen Butler donates the door fee from her fall and spring fashion shows to the Teen Room at Woods. There will be a book sale November 18 – 20th. The goal is for the Friends to have a fundraiser each quarter. The next meeting of the Friends is Tuesday, November 15th.

8. Treasurer's Report

Ms. Harrigan reported that the Jennings and Memorial funds are up about 4% which is in line with the current market. Approval of Corporate Resolution will be on the agenda for the next meeting. The First County Bank is requiring signatures which will be done at the December meeting.

9. New Business

The dates for the 2023 meetings were proposed. The dates for 2023 are: January 9, February 6, March 6, April 3, May 1, June 5, July 10, September 11, October 2, November 6 and December 4th.

Mr. Willner made a motion to approve the dates as amended. Ms. Harrigan seconded. Motion passed.

10. Old Business

Mr. Minea spoke of creating a Board of Trustees email that all will have access to. Discussion ensued. Ms. Brown made a motion to create a Board of Trustees email address. Mr. Willner seconded. Motion passed.

11. Adjournment

Ms. Harrigan made a motion to adjourn the meeting at 7:50 p.m. Ms. Willner seconded. Motion passed.

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

Date and Location of next meeting:

December 5, 2022 at 7:00 pm

Webex & In Person

Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824 Rotary Room