

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: September 11, 2023 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=jlC9J5YswEQ>

Present:

Trustees: Mr. Andrew Minea, Ms. Jill Brown, Ms. Erin Harrigan, Mr. Chris Rogers
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)
Members of the Public: Lori Kostopoulos, Donna Cahill

1. Call to Order

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

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the July 17, 2023 meeting were reviewed. Ms. Brown made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

4. Chairman's Report

Mr. Minea welcomed everyone back after summer. There were many lawn signs for the summer reading program around town. The kids loved getting signs for their participation in the program. People in town are looking forward to the Library of Things and hopefully it will get people who may have been away from the library back to being active patrons.

5. Library Updates

A. Operations Report – July and August were reported on Mr. Jarzombek said that all library sponsored book clubs finished in July and took the month a break in August. The three book clubs ended with positive feedback and are looking forward to resuming. Adult services hosted two successful ongoing Woods programs dedicated to sewing with a local Fairfield designer and The American Sewing Guild.

Teen Services hosted a Readers Theatre that was a collaborative effort. A Teen Council member wrote an original mystery script and directed it. Another session was added for rehearsal and a performance for family and friends. Teen volunteers donated over 700 hours to the library this summer helping with the summer reading and other programs.

Children's Services partnered with the Fairfield Fire Department for the very popular Touch a Truck program. The 56 participants had a great time learning about fire fighters and the fire

trucks. An escape room done by the children's staff called Escape the Whispering Woods was very successful. The families solved puzzles to save the voices of the forest creatures.

The Circulation Department continues to wrap books for the extremely popular "Find a Book that Speaks to You" display. The patrons borrow a book without knowing the title. Woods continued the Wisdom Tree where patrons could write their favorite quotes on a leaf to be added to the tree.

The IT and Technical Services are working together to create special codes and rules for the Library of Things.

Summer reading has dominated the online presence. Video and posts that include staff members garner significant interest. The most popular calendar event was the Friends Annual Meeting.

There were several incidents during July and August. One incident at Main was related to inappropriate graffiti in the Children's Room. Three incidents required administrative review and one required police.

The library was much busier this summer than expected. This may have been driven by the work/study usage, unique Wi-Fi usage was up 3.43% at Main and the study rooms were also steady.

The OBOT committee is working very hard and is down to 5 titles.

Ms. Fisher reported that the full slate of programming is back for September. Book clubs will return. Dr. Mark Schenker will be doing a four part film series, the Embodied Meditation Series returns.

Ms. Sweeney reported on Library Card Sign-up month. During the month of September, anyone who refers someone to the library for a library card will receive a car magnet and the person getting the new card will also receive a magnet.

B. Book Challenge

Mr. Jarzombek reported that a book called We Are Little Feminists Families was brought up for review. Mr. Jarzombek responded to the patron with a letter stating the book meets the collection development policy and will remain in the library. Discussion ensued.

C. Special Report – 2023 Statistics and Strategic Plan

Mr. Jarzombek reported that the library is doing phenomenally well and the numbers are up considerably. The staff is doing a good job making sure the programs are aligned to the Strategic Plan.

6. Policy Review (Program Policy)

Mr. Jarzombek reported that the introductory paragraphs of the policies are being changed. Discussion ensued. Ms. Brown made a motion to approve the policy. Ms. Harrigan seconded. Motion passed.

7. Committee/Liaison Reports

A. Space Planning: Ms. Fisher reported that the furniture is set to be delivered on September 22nd and this will complete the furniture remodel project.

B. Fundraising: No report.

C. ADHOC Bond Committee: No report. Mr. Minea will set a date to meet at Woods and do a walk through prior to the next Board meeting.

D. Friends of the Library Update: Ms. Cahill reported that the Food Truck Fundraiser was cancelled due to inclement weather. Everything was set up and ready to go, but the weather changed at the last minute and the event was cancelled at 1:00 p.m. Jennifer Butler is hosting a fashion show on October 1st. The Annual meeting of the Friends is this week and it's also the 20th Anniversary of the Friends.

E. Website Redesign

Ms. Brown reported that the RFP is ready and has been reviewed by the Town Attorney.

8. Treasurer's Report

Ms. Harrigan reported that the market is up about 10% end of the June. The numbers are back to Q1 of 2022. A withdrawal was made from the Memorial Funds and is at First County ready to pay for the furniture when it arrives.

9. New Business

A. Corporate Resolution Regarding Annuity Claim – A patron named Barbara Frankel passed away and named the Library to receive funds from the annuity. Discussion ensued. Ms. Harrigan made a motion to receive the funds from the Annuity. Ms. Brown seconded. Motion passed.

B. Draft 2024 Meeting Schedule

Ms. Jarzombek presented the 2024 meeting schedule and noted changes. The meeting will be held on the second Monday of the month to provide the staff enough time to gather information and provide an accurate operations report. Three of the meetings in 2024 will be held at the Woods branch (March, June, October).

10. Old Business

A. New Trustee Seat – Executive Session

Ms. Harrigan made a motion to enter into Executive Session at 7:54 p.m. to discuss the New Trustee Seat. Ms. Brown seconded. Motion passed.

B. Trustee Revolving Fund

Ms. Harrigan made a motion to transfer \$107,530.29 dollars from the Vanguard Account (Memorial funds) to the First County money market account to be used for 2023 approved capital projects. Ms. Brown seconded. Motion passed.

C. Draft Website RFP Review

Discussion ensued. Ms. Brown made a motion to approve the Draft RFP for website redesign.

Ms. Harrigan seconded. Motion passed.

12. Adjournment

Ms. Harrigan made a motion to adjourn the meeting at 8:07pm. Ms. Brown seconded. Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

October 2, 2023 at 7:00 pm

Webex & In Person

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