

**MINUTES:** Fairfield Public Library Board of Library Trustees  
**HELD:** November 6, 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. Erin Harrigan, Ms. May Bayer, Mr. Peter Willner, Ms. Jill Brown, Mr. Chris Rogers

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

Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Lori Kostopoulos

**1. Call to Order**

Meeting was called to order by Mr. Minea at 7:04 p.m.

**2. Public Comment**

No public comment.

**3. Approval of Minutes**

The minutes of the September 11, 2023 and the October 2, 2023 meetings were reviewed. Mr. Rogers made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

**4. Chairman's Report**

Mr. Minea reported that many successful meetings have been held over the past month. Mr. Minea encouraged continued advocacy by the Board for the library and the librarians during the upcoming budget season. Ms. May Bayer will be a Trustee and Mr. Minea is working on getting an appointment with the First Selectwoman to finalize Ms. Bayer's appointment to the Board.

**5. Library Updates**

**A. Operations Report** – Mr. Jarzombek reported that the Staff Professional Development day was a success. It was the first one to take place in seven years. It was an entire day and all full time staff and approximately one-third of the part time staff participated. Sessions included patron confidentiality, peer training on behavior policy and writing incident reports, serving teens and early literacy. Mr. Jarzombek has received positive feedback and staff enjoyed being all in one building. Discussion ensued.

**B. Town Budget Q1 Review**

Mr. Jarzombek reported that the library budget is on target at this time. The part time staffing budget is at 25% and can possibly over due to part time staff receiving raises.

**C. State Report**

Ms. Fisher provided a chart comparing selected statistics from the Annual Report to the State. The chart contains a comparison between FY23, FY22 and FY19. The line items include library visits, circulation, internet sessions, programming. Discussion ensued.

## **6. Policy Review (Patron Privacy and Confidentiality of Library Records)**

Mr. Jarzombek provided the Trustees with the policy and asked that they review it prior to next month's meeting. The town attorney will be reviewing the policy tomorrow. Discussion ensued.

## **7. Committee/Liaison Reports**

**A. Space Planning:** No report.

**B. Fundraising:** No report.

**C. ADHOC Bond Committee:** Mr. Minea, Ms. Harrigan and Mr. Rogers met and toured the Woods branch. It appears that the refurbishment of the Woods Branch will probably be extensive. Discussion ensued. Mr. Minea proposed that the name of this committee be changed to the Building Committee. Mr. Minea made a motion that the Board of Trustees change the name from Bond Committee to Building Committee. Mr. Willner seconded. Motion passed.

**D. Friends of the Library Update:** Mr. Jarzombek reported that the Art Gallery has a new exhibit as of November 2<sup>nd</sup>. In December, the annual appeal will take place. The Friends budget has been passed.

## **E. Website Redesign**

Ms. Brown reported that the RFP went out and three responses were received. A meeting took place last week and Ms. Brown and Mr. Jarzombek spoke at length with the companies. A grading worksheet is being completed by Ms. Brown and Mr. Jarzombek and then the results will be shared with the Trustees. A presentation to the Board regarding the companies will hopefully be made at the December meeting. Discussion ensued.

## **8. Treasurer's Report**

Ms. Harrigan reported there has been little change since the last meeting. Payment was made for the furniture. There is approximately 50% of the funds for capital projects left in the account.

## **9. New Business**

### **A. Bond Committee Name Change**

This was discussed under Committee Reports.

## **10. Old Business**

### **A. Barbara Frankel Estate**

Ms. Fisher reported that a patron left an annuity to the Library. Ms. Harrigan and Mr. Minea completed the paperwork a few months ago. Now a document is needed that approves Ms. Harrigan and Mr. Minea. Mr. Rogers made a motion that the Library Board of Trustees approved Ms. Erin Harrigan as Treasure and Mr. Andrew Minea as Chairperson/Acting

Secretary to be signers for the documents related to acceptance of the Barbara Frankel Annuity. Mr. Willner seconded. Motion passed.

### **B. 2024 Meeting Schedule**

The meetings for 2024 will be held on the second Monday of the month unless the date conflicts with a holiday. Three meetings will be held at the Woods Branch. Ms. Harrigan made a motion to approve the 2024 Board of Trustees Meeting Schedule. Mr. Rogers seconded. Motion passed.

### **C. FPL Gift Policy**

Mr. Jarzombek reported that no changes have been made to this policy. Mr. Willner made a motion to approve the amended changes to the gift policy. Ms. Brown seconded. Motion passed.

## **11. Adjournment**

Mr. Rogers made a motion to adjourn the meeting at 8:01 p.m. Ms. Harrigan seconded. Motion passed.

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

Date and Location of next meeting:  
December 4, 2023 at 7:00 pm  
Webex & In Person  
Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824    Rotary Room