

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: December 4, 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: Helen D’Avanzo, Lori Kostopoulos (phone)

1. Call to Order

Meeting was called to order by Mr. Minea at 7:12 pm.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the November 6, 2023 meeting were reviewed. Ms. Brown made a motion to approve the minutes with one amendment . Ms. Harrigan seconded. Motion passed.

4. Chairman’s Report

Mr. Minea welcomed Ms. May Bayer as an official member of the Board. Ms. Bayer was sworn in today at the Board of Selectmen meeting. Mr. Minea encouraged the Trustees to continue to advocate for the library during the administration change in the Town.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported an additional program in the AI series by Gary Webster was held in November. Mr. Webster is scheduled to return on December 6. Book clubs finished the year in November and will be taking a break during the holidays. Mahjong is now a huge hit at Woods as well as Main. The Teen Services Dollar Store Design Studio program was extremely successful. Teens used maker equipment and crafting materials to design and create craft projects. In response to teen volunteer requests, FPL has become a certifying organization for The President’s Volunteer Service Award. Children’s Bluey party was a huge success for children ages 3 – 8. The program provided hands on activities, games and crafts.

Incidents in November were down. Only two reports were filed at Main. One patron remained in the library after closing hours. The library is working on improving their closing procedures to avoid similar incidents in the future.

B. Q1 Performance and Strategic Plan Report

Ms. Fisher reported that the library saw a marked increase in overall program attendance, door count and circulation from FY23 Q1. Overall there was a 41.2% increase compared to the previous year's Q1 and a decrease of 15% from the previous quarter but a 124% increase from the 3 year average. Discussion ensued.

The One Book One Town title will be revealed on January 11, 2024 and the author visit is scheduled for March 5th. Discussion ensued.

6. Committee/Liaison Reports

A. Space Planning: No report.

B. Fundraising: No report.

C. ADHOC Bond Committee: No report.

D. Friends of the Library Helen D'Avanzo reported the next art exhibit reception will be January 4. A book sale is upcoming at Shop & Stroll. A date for mini golf is in the works.

E. Website Redesign

Ms. Brown reported that she will be meeting with Mr. Jarzombek and the committee to review the potential companies for the redesign project. They are pleased with the choices they have and will make a recommendation to the Board.

7. Treasurer's Report

Ms. Harrigan reported there has been little change since the last meeting. Funds are up since the beginning of the year approximately \$1 million.

8. New Business

A. Trustee Resignation

Ms. Brown submitted her resignation to the Board as of December 31, 2023. Mr. Minea thanked her for her service to the Board, her work and active engagement at the meetings. Mr. Minea praised Ms. Brown for her work regarding the website redesign. A new trustee will serve the remainder of Ms. Brown's term which goes until June 30, 2025.

Ms. Brown expressed her thanks for the opportunity to serve on the Board. She is launching into her own library career and combined with family events, she felt it best to submit her resignation, effective the end of the year.

9. Old Business

A. Privacy and Confidentiality of Library Records Policy

Mr. Jarzombek noted that the Town Attorney has reviewed the policy. Mr. Jarzombek reported that the staff understands the policy and will be able to explain it if necessary to the patrons. Mr. Minea asked the Trustees to review it. Ms. Harrigan made a motion to approve the policy. Ms. Bayer seconded. Motion passed.

10. Adjournment

Ms. Brown made a motion to adjourn the meeting at 7:53 p.m. Ms. Bayer seconded.
Motion passed.

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

Date and Location of next meeting:

January 8, 2024 at 7:00 pm

Webex & In Person

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