

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: January 9, 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=pcwQ-mgrURo>

Present:

Trustees: Mr. Andrew Minea, Ms. Jill Brown, Ms. Erin Harrigan, Mr. Peter Willner, Mr. Chris Rogers, Library Staff: Ms. Jan Fisher, Deputy Town Librarian, Ms. Nancy Sweeney, Branch Manager

Absent: Ms. Christina McGowan (excused); Mr. Scott Jarzombek, Town Librarian (excused);
Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Ms. Donna Cahill, Ms. Lori Kostopoulos

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 December 5, 2022 meeting were reviewed. Mr. Rogers made a motion to approve the minutes. Mr. Willner seconded. Motion passed.

4. Chairman's Report

Mr. Minea wished everyone a Happy New Year and is looking forward to another great year at the library.

5. Library Updates

Operations – Ms. Fisher reported that the Library hosted or facilitated a number of programs including a 3-part Microsoft Office (Word/Excel) program series. Dr. Mark Schenker was back for a program on Madame Bovary. Holiday-themed programs included a no-sew decorative felt mittens program, and an Armchair Traveler program about European Christmas Markets. The American Sewing Guild will have monthly meetings at Woods in 2023.

Teen Services and Children's Services hosted many programs as well. In December, Teen Services hosted a Winter Mystery Night. Children's Services held a Winter Dance Party (Main) and Woods hosted their annual gingerbread house building. Children's Services partnered with Fairfield Cares to bring Gizmo, the therapy dog, to the library to discuss mental health in children.

The Library saw a 31.7% increase in visits when comparing December 2022 over December 2021 (21,296 vs. 16,171).

Tech Services has begun serious investigations into utilizing other vendors due to issues with

Baker and Taylor (B&T). The library has begun to get shipments from B&T again. The Library had 5 incidents in December, four of these were at Main. All are returning or new patrons testing boundaries. The Woods incident report was related to the elevator. In December, three staff members were out with COVID and in January we are already up to four staff out. There were other medical and health related issues which caused staff to be out and this will have an impact on part-time spending.

2024 Budget – Ms. Fisher reported that there will be a budget update at the next meeting

2023 Schedule of Service: The library will be closing the Saturday before Memorial Day and Labor Day. Veteran’s Day will be observed by the Town on Friday, November 10th. The library is unsure at this time what the closing for Veteran’s Day will be.

6. Policy Review (Code of Conduct)

Mr. Minea asked the Board to review the changes in the language in the Code of Conduct policy. Discussion ensued.

7. Committee/Liaison Reports

Space Planning: Ms. Fisher shared that sample furniture at the Main Library was put near the periodicals and 94 patrons voted. The votes are still being tallied. The study carrels are being built and they are waiting for their arrival. Staff is working on the last phase.

Fundraising: Mr. Willner reported that there was a question during the meeting with the Friends as to who would be the fiscal agent for the foundation money? It was determined that the Friends would be applying for the grant money on behalf of the Fairfield Public Library due to their 503c status. Mr. Willner recommends that the library obtain a one month subscription to the Foundation Center and during that time, will review the foundations in the area that support public libraries. Discussion ensued. Mr. Minea asked that the cost of the subscription be determined and the Trustees/staff/Friends who will be working on this identified prior to the next meeting. Next month, the Board will vote on obtaining the subscription.

Website: Mr. Minea reported that Mr. Jarzombek communicated that the library will be not be using the organization the Town is using for its website redesign because it will affect the Library URL.

Friends of the Library: Ms. Cahill reported that the Friends of the Library are selling note cards for fundraising, they are awaiting the OBOT announcement and are prepared to support the programs around the OBOT selection. The next meeting of the Friends will be on Tuesday, January 17th at 7:00 p.m. with a discussion on committees.

8. Treasurer’s Report

Ms. Harrigan reported that funds ended 2022 just under \$8 million. The official performance report will be out next week. There is now a signature card for First County Bank. Final debt payment is due to the Town on June 30, 2023.

9. New Business

Code of Conduct Policy: Mr. Rogers made a motion to approve the updated Code of Conduct Policy that has been approved by the Town Attorney. Ms. Brown seconded. Motion passed.
Cell Phone Policy: Mr. Minea indicated that there is no longer a need for the cell phone policy now that the Code of Conduct Policy addresses this issue. Mr. Willner made a motion to remove the cell phone policy. Ms. Harrigan seconded. Motion passed.

Creation of ADHOC Bond Committee: Mr. Minea suggested that a committee be formed to explore new bonds for major improvements at Woods. This would entail exploring the bond process and to explore what major improvements include. Mr. Minea made a motion to create an ADHOC committee. Mr. Rogers seconded. Motion passed.
Mr. Minea will lead this committee and Mr. Rogers and Ms. Harrigan will be on the committee. Discussion ensued.

10. Old Business

Mr. Minea will send a note to confirm email addresses.

Town Librarian Annual Assessment – Mr. Minea will be setting up a meeting with the Trustees to discuss the one-year evaluation for Mr. Jarzombek. This will be accomplished in Executive Session.

11. Adjournment

Mr. Willner made a motion to adjourn the meeting at 8:00 p.m. Mr. Rogers seconded. Motion passed.

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

Date and Location of next meeting:
February 6, 2023 at 7:00 pm
Webex & In Person
Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824 Rotary Room