

**MINUTES:** Fairfield Public Library Board of Library Trustees  
**HELD:** February 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=bRGx1pFkf1o>

**Present:**

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

**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 January 9, 2023 meeting were reviewed. Ms. McGowan made a motion to approve the minutes. Ms. Brown seconded. Motion passed.

**4. Chairman's Report**

Mr. Minea thanked the Library staff for its One Book One Town (OBOT) reveal event, and the communications regarding the upcoming events related to OBOT.

**5. Library Updates**

**A. Operations Report** – Mr. Jarzombek reported that the Adult Services staff have organized Year Two of the Adult Genre Reading Challenge. Also, of note is the OBOT selection, *I Keep Trying to Catch His Eye* written by Ivan Maisel, Fairfield resident. Free professional tax help began on January 24<sup>th</sup>.

Circulation staff continue to promote the Library's App – FPL to Go. Teen Services staff set up a "Study Break Room" at Main during midterms. Children's Services reports that early literacy classes consistently reach capacity at both locations.

The Library is currently averaging 66 users per day for OverDrive. There are 2761 holds with an average waiting time of 19 days. The usage is beginning to reach levels not seen since July 2020.

The Managers group changed the restrictions on study rooms from being based on age, to grade level. Patrons who attend high school may now use the spaces regardless of age.

Tech Services has begun regularly using alternate distributors for book purchasing. The IT

department is pleased to now offer two new online resources, *Hiveclass* and *Teen Health and Wellness*. Facilities work orders included the following issues: the elevator at Woods, toddlers opening fuse boxes (Woods), a cracked window (Main), and potholes (Woods). The parking lot entrance door at Main has been fixed, and Facilities staff use walkie talkies with the Library staff to facilitate excellent communication and response times.

The Town Librarian attended several local events including the Connecticut Library Association (CLA)'s Legislative Day, and also met with State Senator Tony Hwang, the State Librarian, and members of the CLA concerning possible legislation that would improve library service across the state.

Ms. Fisher provided information about two new book clubs being offered by Adult Services staff, and held at JB Percival, and Little Pub. Another program is an afternoon tea with an author, supported by the Friends on 2/9. The Friends will host a Soundwaves Concert on 2/12.

**B. 2024 Budget Update** – Mr. Jarzombek reported that he and Ms. Fisher had a good meeting with Town Administration about the budget. They shared a 2022 Year in Review. They made the following requests for the 2024 budget: a capital outlay request to replace doors at the Main Library; an increase to the Part-Time Payroll requests due to wage pressure due to the mandated increases to minimum wage (Public Act 19-4) and benchmark pay for libraries serving similar municipalities; an additional full-time librarian whose focus is on teens. A meeting with the First Selectwoman will occur soon. When dates are known for the Library's presentation of the budget to the Town, Trustees will be alerted.

**C. 2023 Town Budget Report** – Ms. Fisher prepared an analysis of Q1 2023's budget which was initially prepared for the Finance Department, and shared with the Trustees. The most significant payment falls in the first half of the year, and covers the integrated library system. Circulation is performing higher than expected, and due to that, revenue is up because more fines are being paid. Although not reflected in the report, there is a concern that the part-time employee budget is not adequate to meet the Library's needs. The Revolving Fund report – items of note include the last payment of debt service, and expenses due to the cost of furniture.

## **6. Policy Review (Unattended Adults in Children's Department Policy & Unattended Children Policy)**

Mr. Jarzombek asks the Board to review the two policies with the idea of possibly merging the two policies, and including additional guidance on age restrictions in particular services and programming. A draft will be presented to the Board at the March meeting.

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

**A. Space Planning:** Ms. Fisher reported that a couple of the new chairs broke, and had to be repaired. Sample furniture was voted on, and the staff is finalizing the selection of the chairs.

**B. Fundraising:** Mr. Willner was not in attendance so this report is moved to March. Mr. Jarzombek reported that Westport Public Library has the Foundation Center database, and offers it to the public and provides training. It may be something for us to consider. He will investigate subscription pricing.

**C. ADHOC Bond Committee:** The committee has not met yet but will soon since the FY24 budget season is upon us.

**D. Friends of the Library Update:** Ms. Cahill sent a report to Ms. Fisher, and reported on the offsite book clubs, author talks, upcoming fashion show (Jennifer Butler), the OBOT events, the Annual Literary Luncheon, and its next meeting which will be on 2/21.

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

Ms. Harrigan reported that the Memorial and Jennings Funds are up 6.2% for the month of January. The total of the endowment funds is \$8.4million – the first time the funds have topped \$8 million since Q2 2022.

### **9. New Business**

**A. Trustee Web Domain:** Mr. Jarzombek is investigating the purchase of a web domain which will provide email accounts for all trustee business, and a shared calendar for dates of note. Pricing for this service will be discussed at a future meeting.

**B. New Trustee Search:** Ms. McGowan will be leaving the Board once her six-year term concludes in June. Mr. Minea will spearhead the conversations about the search for a new trustee.

### **10. Old Business**

**A. Foundation Center Subscription:** This is tabled to the March meeting.

### **11. Adjournment**

Ms. Harrigan made a motion to adjourn the meeting at 8:00 p.m. Ms. Brown seconded. Motion passed.

Respectfully submitted,  
Christina McGowan, Secretary, Fairfield Board of Library Trustees

Date and Location of next meeting:

March 6, 2023 at 7:00 pm

Webex & In Person

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