

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: March 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. Christina McGowan, Mr. Peter Willner, Mr. Chris Rogers

Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,

Absent: Ms. Jill Brown (excused), Ms. Nancy Sweeney, Branch Manager (excused)

Ex-Officio: Chris Tymniak (unexcused)

Members of the Public: Ms. Helen D'Avanzo

1. Call to Order

Meeting was called to order by Mr. Minea at 7:07 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the February 6, 2023 meeting were reviewed. Ms. McGowan made a motion to approve the minutes. Mr. Rogers seconded. Motion passed.

4. Chairman's Report

Mr. Minea thanked Mr. Jarzombek for all his work and reported that it's great that OBOT is continuing to get lots of attention. The author visit is at the end of this month.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported that Adult Services has launched the Memory Kits at both locations. The kits provide multiple tools for assisting caregivers and those with dementia.

Teen Services collaborated with Ludlowe High School Best Buddies which matches a volunteer with an intellectual or developmental disability with a volunteer without an intellectual or developmental disability. The group created murals which are on display in front of the Teen space at Main Library.

The Circulation Department created displays for Black History Month, Screen Gems and Health and Wellness. Also "Blind Date with a Book". Both locations have experienced an increase in library card registrations and this season's reading challenge is also seeing significant interest.

The Community Art Show in the Gallery had 1,768 visits, with 158 attending the opening which is by far, the most popular show since the gallery traffic has been monitored.

This month's most popular social media post was a video introducing the Self-checkout Machine reaching 1,610 views, 104 likes, 5 comments and 7 shares on Instagram.

There were eight incident reports filed in February. They included hygiene issues, intoxicated patrons, and some teen issues. It appears that some are testing boundaries.

Mr. Jarzombek has been asked to chair the Fairfield Cares data committee and the Town administration has cleared this so he will begin doing this work.

Mr. Jarzombek provided Oral Testimony on February 24th to the Connecticut General Assembly - Committee on Children.

B. 2024 Budget Update – Mr. Jarzombek reported no changes have been made to the budget as of this time. On Wednesday, the budget will go before the Board of Finance and then on to the RTM. The Library is not sure if they will be asked to present at this meeting as of this date.

C. Q2 Statistics Report – Mr. Jarzombek reported that there has been growth but it is normalizing. There was a marked increase in overall program participation in Q2. Q2 outperformed Q1 in several areas. Mr. Jarzombek praised the staff for incorporating the Strategic Plan in all the new initiatives. The staff is invested in the Strategic Plan.

6. Policy Review (Unattended Adults in Children’s Department Policy & Unattended Children Policy)

Mr. Jarzombek reported that after careful consideration and discussions with Mr. Minea, he recommends that the policies remain separate. Discussion ensued.

7. Committee/Liaison Reports

A. Space Planning: Ms. Fisher reported that the white chair won the patron poll and will be ordered. The Periodical Room layout is being looked at again. The study carrels are on order but no delivery date has been set.

B. Fundraising: Mr. Willner reported that he recommends the Board get a one-month subscription to the Foundation Center database to explore the foundations that are most interested in libraries. Mr. Jarzombek’s researched the Westport Library in this regard and could not get his questions answered. Mr. Jarzombek reported that a one month subscription to the Foundation Center (Candid) is \$219.99.

C. ADHOC Bond Committee: The committee has not met. Mr. Minea will set a meeting with Mr. Rogers and Ms. Harrigan.

D. Friends of the Library Update: Ms. Cahill reported that the Gallery opening was very well attended. A new exhibit began on February 23rd. On March 12th Jennifer Butler is having her fashion show at the Library and all donations go to the Friends. Mini Golf at the library is set for April 23rd and the Literary Luncheon with author Jane Rosen will be held at the Patterson Club on May 24th.

8. Treasurer’s Report

Ms. Harrigan reported that the funds are relatively the same following the market. First County Bank reached out about their Positive Pay program which aids in decreasing check fraud.

Discussion ensued.

9. New Business

No new business.

10. Old Business

A. Foundation Center Subscription- Mr. Willner made a motion to subscribe to the Foundation Center (Candid) for one month at the cost of \$219.99. Mr. Rogers seconded. Motion passed.

B. New Trustee Search – Mr. Minea reminded the Board that Ms. McGowan’s term is concluding on June 30, 2023. Mr. Willner and Ms. McGowan will assist Mr. Minea in searching for a Trustee to fill her vacant spot on the Board. Mr. Minea will review the CVs on file from previous searches. The skillsets of a new trustee were mentioned. Discussion ensued.

C. Trustee Web Domain – Mr. Minea stated that the Trustees should have an email address dedicated to Board of Trustees work. Mr. Jarzombek researched information on Google and this service will cost the Board \$156 per year. Discussion ensued. Mr. Rogers made a motion that the Library Board of Trustees approve the creation of business account with Google for the purpose of creating a Trustee specific domain for storage and e-mail. Ms. Harrigan seconded. Motion passed.

11. Adjournment

Mr. Willner made a motion to adjourn the meeting at 8:02 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:

April 3, 2023 at 7:00 pm

Webex & In Person

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