

**MINUTES:** Fairfield Public Library Board of Library Trustees  
**HELD:** May 1, 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, Ms. Jill Brown  
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,  
Absent: Ms. Nancy Sweeney, Branch Manager (excused)  
Ex-Officio: Chris Tymniak (unexcused)  
Members of the Public: Lori Kostopoulos, Ms. Donna Cahill

**1. Call to Order**

Meeting was called to order by Mr. Minea at 7:21 p.m.

**2. Public Comment**

No public comment.

**3. Approval of Minutes**

The minutes of the March 6, 2023 meeting were reviewed. Mr. Willner made a motion to approve the minutes. Ms. Harrigan seconded. Motion passed.

**4. Chairman's Report**

Mr. Minea thanked Mr. Jarzombek and library staff for their work on One Book One Town (OBOT). He's heard great feedback from the community. The mini golf was also a very successful and well attended event.

**5. Library Updates**

**A. Operations Report** – Mr. Jarzombek reported that Adult Services hosted Fairfield's Holocaust Commemoration. The Woods branch held its first ever puzzle swap with over 100 puzzles changing hands. The Soundwaves Concert was a sold out event. Teen Services has seen an increase in volunteering and the Teen Council has approximately 4-8 members.

Year to date, the Library has seen a 29.5% increase in visits. The sidewalk was replaced on the Old Post Road side of the building. The Engineering Department went out of its way to get feedback on the project.

Mr. Jarzombek was nominated for President of the CLA. He will be attending the meeting Tuesday, May 2, 2023.

The OBOT event at the Quick Center had approximately 600 people in attendance. Regarding the livestream, there were 100 views during the event and 167 views within 24 hours of it being

posted. There were 442 Youtube views which totals over 1,000 people participated in the author event this year.

On May 19<sup>th</sup>, the staff will have its first staff development day. The staff will be learning how to serve an aging population in the morning and then will meet to discuss relevant policy changes, expectations for enforcement and how to write an incident report. The library locations will be open at 1:30 p.m. that day.

**B. 2024 Budget Update** – Mr. Jarzombek reported that the Library Administration presented to the RTM on April 19<sup>th</sup> and the feedback was positive. The RTM votes on May 1<sup>st</sup>.

**C. Quarterly Town Budget** – Ms. Fisher reported that the Board of Finance had questions on the big variances. The library materials budget and subscriptions are often spent at the end of the year and the budget will be spent down.

## **6. Policy Review (Bulletin Board and Handout Policy)**

This will be reviewed at the June meeting.

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

**A. Space Planning:** Ms. Fisher reported the quote for the Periodical Room has been received and is \$49,000 and is within the original allocation. This will include 3 small center tables and chairs, comfortable chairs that were voted on by the patrons as well as a few chairs with laptop desks on the side.

**B. Fundraising:** The Board has not yet secured a one-month subscription to the Foundation Center database. Mr. Jarzombek will be setting up a meeting with Mr. Willner in the next few weeks. Discussion ensued.

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

**D. Friends of the Library Update:** Ms. Cahill reported that the Jennifer Butler Fashion show was a success and about 85 people attended and the Friends collected about \$2,500 in donations. The mini golf event was well attended with just under 500 golfers and about \$3,750 was collected. The Art Gallery has a new exhibit and already 3-4 pieces have been sold. The Literary Luncheon will be held on May 24<sup>th</sup> at the Patterson Club with author Jane Rosen.

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

Ms. Harrigan reported that the funds are relatively the same following the market and are up 6%. Ms. Harrigan requested the redemption for the final debt payment to the Town. Discussion ensued.

## **9. New Business**

No new business.

## **10. Old Business**

**A. Trustee Web Domain** – Mr. Jarzombek estimated that the library web domain will cost

around \$900 per year. Based upon this cost, the library will not be pursuing this option.

**B. New Trustee Search** – Mr. Minea reminded the Board that Ms. McGowan’s term is concluding on June 30, 2023. Mr. Minea will set a meeting with Ms. McGowan and Mr. Willner to review the CVs on file from previous searches. The vacancy will be posted on the Library Website and put in the newsletter. Discussion ensued.

### **11. Adjournment**

Ms. Harrigan made a motion to adjourn the meeting at 8:07 p.m. Mr. Willner seconded. Motion passed.

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

Date and Location of next meeting:

June 5, 2023 at 7:00 pm

Webex & In Person

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