

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: June 5, 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=xNMdviLJltQ>

Present:

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

1. Call to Order

Meeting was called to order by Mr. Minea at 7:11 p.m.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the May 1, 2023 meeting were reviewed. Ms. McGowan made a motion to approve the minutes. Mr. Rogers seconded. Motion passed.

4. Chairman's Report

Mr. Minea reported that there have been quite a few applications for the open Trustee seat. The deadline has now passed. Mr. Minea noted that it is positive to see the community so interested in this position and the library.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported that Adult Services had many popular programs including the Author Tea and Joyce Maynard. A book talk by Dr. Mark Schenker, a program called Tories, Spies, and Traitors; an author talk on “complexity.”

Teen Services reports all regular programs including down UNDER, chess club, anime club and teen council are running as usual. The team has been doing multiple school visits to promote summer reading.

Children's Services continues to have the very popular Sing and Stomp on the Sherman Green, bringing in 250-300 people. The staff has been doing school visits to promote summer reading.

The most popular social media post was the job listing for a part-time page. The staff has been sending targeted e-newsletters. An email was sent out about a particular program and registration doubled for that program.

There were eight incident reports filed in May – one at the branch. Two incidents were associated with the same patron who has subsequently lost library privileges.

There were nine work orders for Main and all are closed but one. Most were HVAC related. Two were at Woods and both are closed. The elevator failed inspection. But it is currently working.

The Library of Things program is underway. The staff has been asked to research, draft process and begin collection development to add a “library of things.” This is a unique collection of things that patrons may borrow such as musical instruments, tools, and recreational items. Special shelving will be required for these items. Other area libraries, including Westport, New Haven and Fairfield University has had a collection like this for some time now.

Mr. Jarzombek has been elected Vice President/President Elect of the Connecticut Library Association. He was also selected as the chair of the Fairfield Cares Data Committee and nominated to be Secretary of the Fairfield County Library Administrators Group.

Ms. Fisher reported that preparation for summer reading programs is underway. The kickoff is next Friday, June 16th at the Fairfield Museum. School nights have been set up for families to get involved with summer reading. A selection of a mascot for the library is underway. There will be an opportunity for patrons to vote. Several programs coming up including making homes energy efficient, ChatGPT and Make Music Day.

B. Q3 Statistics Report – Mr. Jarzombek reported that there has been a significant increase in program attendance and visits to the library. The circulation is up and the numbers are impressive. Discussion ensued.

6. Policy Review (Bulletin Board and Handout Policy)

Mr. Jarzombek reported that the current policy on Bulletin Board and Handouts is working well and no changes to this policy are recommended. Discussion ensued.

7. Committee/Liaison Reports

A. Space Planning: Ms. Fisher reported there was an issue with the chairs that were selected. A new, very similar chair was chosen and there is an 8-10 week wait for delivery.

B. Fundraising: No report. Mr. Jarzombek will connect with the Friends’ Chair to set a date to meet.

C. ADHOC Bond Committee: The committee has not met. Mr. Minea opened discussion on the Woods Branch and what is needed/intended for that space. Discussion ensued. Mr. Jarzombek will provide a new schedule of Trustee meetings and some will be held at Woods. Feasibility study done in 2011 will be reviewed.

D. Friends of the Library Update: Ms. Cahill reported that the Friends are ending the fiscal year in June and beginning to budget for programs next year. The literary luncheon was great, a bit smaller than usual. The smaller crowd allowed for more interaction with the author. The Food Truck event will be held on September 10th, rain or shine.

E. Website Redesign

Ms. Brown was absent. No report.

8. Treasurer's Report

Ms. Harrigan was absent. No report.

9. New Business

Mr. Minea reported that a new executive slate will be formed and voted on in July. The position of secretary is open due to Ms. McGowan's ending her tenure on the Board. Mr. Minea is willing to continue as Chair. Discussion ensued.

10. Old Business

New Trustee Seat – Executive Session

Mr. Willner made a motion to enter into Executive Session. Ms. McGowan seconded. Motion passed.

11. Adjournment

Mr. Willner made a motion to adjourn the meeting at 8:26 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:

July 10, 2023 at 7:00 pm

Webex & In Person

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