

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: January 8, 2024 7:00 pm
AT: Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824
Rotary Room
And Virtual via WebEx
Recording: <https://www.youtube.com/watch?v=jlC9J5YsWEQ>

Present:

Trustees: Mr. Andrew Minea, Ms. Erin Harrigan, Ms. May Bayer, Mr. Peter Willner,(phone), Mr. Chris Rogers (phone)

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

Members of the Public: Lori Kostopoulos, Donna Cahill

1. Call to Order

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

Ms. Harrigan made a motion to add the donation in the amount of \$22,000 to the agenda under New Business. Ms Bayer seconded. Motion passed.

Mr. Minea made a motion to add discussion of the check registry to New Business. Ms. Bayer seconded. Motion passed.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the December 4, 2023 meeting were reviewed. Ms. Harrigan made a motion to approve the minutes. Mr. Rogers seconded. Motion passed.

4. Chairman's Report

Mr. Minea welcomed the Board back and wished everyone a happy new year. Mr. Minea reported that he attended Mr. Jarzombek and Ms. Fisher's meeting with the new First Selectman. Discussion of the library budget took place. Mr. Minea reported that the meeting was very productive and positive. Mr. Minea reminded the Trustees that the Library's mission is to support the library initiatives but not to support the operational costs of the library.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported a lunchtime health series kicked off in December at Main Library, focusing on managing stress through nutrition and diet. The Steven Sondheim program hosted its final program in the series. The monthly craft program at Woods was overflowing with registrations and required waitlists. The Fairfield What Are You Reading podcast unveiled its Favorite Books of 2023 episode in mid-December. The Teen Services Winter Reader's Theatre was packed and provided outstanding talent. The Children's Services gingerbread house program was a huge success. Woods hosted a virtual

“Mystery at Hogwarts” program. Staff visited Riverfield and Sherman Elementary schools highlighting new books, Nutmeg nominated books and sparked Book Bingo Fever. The book displays featured holiday books and food books for December. The dessert book display at Woods experienced high demand and required frequent replenishment throughout the month.

Mr. Jarzombek completed Public Sector Management Certificate at the University of Albany Rockefeller College of Public Affairs and Policy. Mr. Jarzombek was invited to the Fairfield Arts Commission meeting where he provided information on the library, the gallery and the One Book One Town program.

B. Municipal Budget Update

Mr. Jarzombek reported that the meeting with the First Selectman went very well. The First Selectman is a library user and understands the importance of a library in the town. The library proposed a moderate increase in the budget for collection development and programming. Mr. Jarzombek advocated for a new full time staff person for Teens at the Woods Branch. The First Selectman asked for additional information regarding this proposed position. Discussion ensued.

Ms. Fisher reported that many new programs are coming. The Picasso Art program will be hybrid. The teen room is doing the study program for mid terms. The Adult genre book challenge for 2024 is underway along with the Winter Reading Challenge which ends on February 17th.

Main library is hosting author Chad Snell on Thursday night, January 11th in the Rotary Room. Approximately 100 students have already registered.

The One Book One Town title will be revealed on January 11, 2024 and the author visit is scheduled for March 5th.

6. Committee/Liaison Reports

A. Fundraising: Mr. Willner, Mr. Jarzombek and Ms. Cahill will be meeting on January 11th to go over the foundations center information looking for family foundations that may entertain proposals from the library.

B. ADHOC Building: No report. The March meeting will be held at Woods.

C. Friends of the Library Donna Cahill reported that the gallery changed and the opening reception on Thursday was very well attended. A community show is next in the gallery. The mini golf fundraiser is scheduled for Sunday, April 7, 2024. Talk of an adult evening golf, the night before is in the works for next year’s fundraiser. Another idea in the works is based on the book, Water for Elephants. It has been made into a movie and now a musical on Broadway. An idea to combine a book club, see the movie and attend the show is being planned as a fundraiser. Details will be coming.

E. Website Redesign

Discuss under new business.

7. Treasurer's Report

Ms. Harrigan reported that it was a good year. The market was up so the funds are up. Approximately \$9 million up from \$7.2 million. Ms. Harrigan highlighted some of the larger transactions including the debt payment and the building funds of which the furniture was paid. The non profit arm of Vanguard is being acquired by Mercer. They are requesting documents be signed by the Trustees. Discussion ensued.

8. Policy Review: Code of Conduct

Mr. Jarzombek highlighted the changes to the policy. The beginning language now includes that the Fairfield Library is a department of the Town of Fairfield. The Loss of Privileges language is now less specific and clarifies the processes for loss of library privileges. The new Town Attorney is reviewing the policy. Discussion ensued.

9. New Business

A. Hiring of Website Redevelopment Firm, Stirling Brandworks

Mr. Jarzombek reported that RFPs were sent out and three firms responded. Two firms were interviewed and based upon the interview and references, Stirling had the most experience. Mr. Jarzombek indicated that a Board member should be on this committee. Discussion ensued. Ms. Harrigan made a motion "I so move that the Library Board of Trustees approve hiring Stirling Brandworks to redevelop the Fairfield Public Library's website". Mr. Willner seconded. Motion passed.

B. Executive Slate

Mr. Minea will remain Chair; Ms. Harrigan will remain Treasure and Ms. Bayer will become Secretary. Mr. Willner made a motion to re-elect the slate as stated. Ms. Rogers seconded. Motion passed.

C. Disbursement

Ms. Harrigan reported that the library received a check for \$22,250 with no specific directions of how the funds must be used in the library. Discussion ensued. The check will be deposited in the First County Money Market account for now.

D. Check Registry

Mr. Jarzombek reported that a check registry will be introduced to track checks sent. A list of checks will be provided and will indicate what the funds are used for. This will help track funds for example, the funds from the Friends and how they are used. Mr. Minea made a motion to approve the check registry. Ms. Harrigan seconded. Motion passed.

10. Old Business

A. Trustee Resignation and Open Seat

Mr. Minea made a motion: "I so move that the Library Board of Trustees enter into executive session to discuss matters regarding individual officers of the board." Mr. Willner seconded. Motion passed.

10. Adjournment

_____ made a motion to adjourn the meeting at _____ p.m. _____ seconded.
Motion passed.

Respectfully submitted,
Lori Kostopoulos for
Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:
February 12, 2024 at 7:00 pm
Webex & In Person
Fairfield Public Library – 1080 Old Post Road, Fairfield CT 06824 Rotary Room