

MINUTES: Fairfield Public Library Board of Library Trustees
HELD: February 12, 2024 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: Ms. Erin Harrigan, Ms. May Bayer, Mr. Chris Rogers (phone)
Library Staff: Mr. Scott Jarzombek, Town Librarian, Ms. Jan Fisher, Deputy Town Librarian,
Ms. Nancy Sweeney, Branch Manager, Ex-Officio: Mr. David Kanter, Town Treasurer
Absent: Mr. Andrew Minea, Mr. Peter Willner
Members of the Public: Lori Kostopoulos , Donna Cahill

1. Call to Order

Meeting was called to order by Ms. Harrigan at 7:08 pm.

2. Public Comment

No public comment.

3. Approval of Minutes

The minutes of the January 8, 2024 meeting were reviewed. Ms. Bayer made a motion to approve the minutes as amended. Ms. Harrigan seconded. Motion passed.

4. Chairman's Report

Ms. Harrigan read a report from Mr. Minea: Mr. Minea has received many applications for the open seat on the Board. Ms. Bayer has done a great job narrowing down applications. Interviews will be taking place soon. The winter reading challenge is getting positive attention. Mr. Minea thanked the library staff for continuing to provide such engaging events.

5. Library Updates

A. Operations Report – Mr. Jarzombek reported that Adult Services started a six part monthly series called The Sandwich Generation, partnering with Oasis Senior Advisors. The Teens packed the Main Library using the study rooms for midterms. The Study Break Room was set up with snacks, games and brain break activities. Author, Chad Sell spoke at the Main Library about his newest installment in the Cardboard Kingdom Series: Snow and Sorcery. Children had the opportunity to ask questions and then he did a book signing after the event. The Circulation Staff created a display with books focusing on reducing stress and getting healthier, which coincided with the meditation program and patrons New Year's Resolutions. An OBOT books are on display and promotional material for the programs are being created. Social Media was active with a Lost and Found collection that went mildly viral on Facebook. Website visitors went up by nearly 3,000 to 12,206.

Incidents in January were low with only three: two at Main and one at Woods. One incident involved a written warning from the Town Librarian. Three required investigation from the administration and at least two incidents involved teens.

B. Q2 Municipal Budget Update

Mr. Jarzombek reported that spending is on target at this time and there are no significant concerns. Discussion ensued.

C. 2025 Municipal Budget Update

Mr. Jarzombek reported that all budget requests have made it into the proposed budget. There has been no feedback on the staff increases at this time. Discussion ensued.

6. Committee/Liaison Reports

A. Fundraising: No report.

B. ADHOC Building Committee: No report.

C. Friends of the Library: Ms. Donna Cahill reported that the Community Art Show is in the gallery and the opening reception is February 15th at 5:30 p.m. There are many local artists displaying their work and the art is for sale. The mini golf fundraiser is set for April 7, 2024. The author Literary Lunch will be on May 31st at the Patterson Club. More details to follow. Work is being done on a new fundraiser around the book Water for Elephants. A trip to NYC to see the Broadway play is in the works. The fundraiser will be capped at 30 people. Jen Butler Spring Fashion Show will be in March.

E. Website Redesign

Mr. Jarzombek reported that they are working on the staff component of the committee. Then a Board member will be added. They are starting with the Children's section since it will coincide with the summer reading program.

7. Treasurer's Report

Ms. Harrigan reported there is little change. The Endowment funds are up over \$9 million again.

8. Reconciliations and Check Registry

The Reconciliation Report for First County Checking Account for Period Ending 1/31/2024 was reviewed. Ms. Bayer made a motion to approve the report. Ms. Harrigan seconded. Motion passed.

9. Policy Review

A. Unattended Adults in Children's Library

Mr. Jarzombek reported that the language in this policy is being changed. The Children's staff, Town Librarian and the Town attorney are working on the language. The teen room will also be included in this policy. Discussion ensued.

B. Unattended Child

The change in this policy will be that it will be by grade level instead of age. Discussion ensued.

10. New Business

A. Additional renewal of Candid, Foundation Directory

Ms. Bayer made a motion to renew Candid for one additional month. Discussion ensued.

Ms. Harrigan seconded. Motion passed.

B. Approval of transfer of investment advisory group from Vanguard to Mercer

Ms. Harrigan explained that the advisory group for non-profits is being transferred from Vanguard management to Mercer. Everything with the funds will remain the same. Ms. Bayer made a motion to approve. Mr. Rogers seconded. Motion passed.

11. Old Business

A. Code of Conduct

Mr. Jarzombek explained that the only change in the policy is the language at the beginning where it identifies that the library is a department of the Town and therefore it is a Town Policy. The loss of privileges occurs with a warning letter. Clarification makes it easier for the staff to interpret and then enforce the policy. Mr. Rogers made a motion to adopt the policy with the proposed changes. Ms. Harrigan seconded. Motion passed.

12. Adjournment

Ms. Bayer made a motion to adjourn at 7:43 pm. Ms. Harrigan seconded. Motion passed.

Respectfully submitted,

Lori Kostopoulos for

Andrew Minea, Chair, Fairfield Board of Library Trustees

Date and Location of next meeting:

March 11, 2024 at 7:00 pm

Webex & In Person

Fairfield Woods Library